



**Calvary Christian School**  
5955 Taylor Mill Road, Covington, KY

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# Calvary Christian School



## General Information All Families

### NOTICE OF NONDISCRIMINATION POLICY AS TO STUDENTS

Calvary Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.



## CALVARY CHRISTIAN SCHOOL PARENT/STUDENT AGREEMENT

### In making this application, I/We agree that:

1. We will accept the challenge to “train up a child in the way he should go” and state that this training will be carried on in the home. We shall place our trust in Calvary Christian School to extend that training more completely.
2. At least one parent of the applicant is a Christian, having accepted Jesus Christ as personal Savior (Romans 10:9-13). Salvation is by faith alone in the death, burial and resurrection of Jesus Christ (I Corinthians 15:3-4), and is not of works (i.e. baptism, sacraments, confirmation, and church membership).
3. We will faithfully attend the services of a Bible-believing church. The Bible, consisting of 66 books from Genesis to Revelation, is the inspired Word of God and our authority in all matters of faith and practice.

Church Name: \_\_\_\_\_ Pastor's Name: \_\_\_\_\_

4. We have read the updated Parent/Student Handbook on the school website and agree to abide by all standards, procedures and regulations therein.
5. We will pray for the school's staff.
6. We will not foster or exercise at CCS any personal religious doctrinal belief or practice contrary to that which is promoted by CCS.
7. The school personnel are authorized to discipline our child(ren) in accordance with the Parent/Student Handbook.
8. If for any reason our child does not respond favorably to the school's standards, guidelines, or expectations, we will withdraw him/her.
9. We will pay all application, enrollment processing fees and tuition promptly and according to school policies. Late fees will be added to payments received after the due date. When a tuition account is in arrears, the student(s) may be asked to withdraw from CCS, and all records, except medical, will be held until required payments are made in full. Graduating students will not receive a diploma or transcripts until all tuition and fees are paid and CCS property is returned.
10. **Withdrawals after the first day the student starts school** will result in the entire year's tuition being due and payable before records will be released.
11. Our child(ren) will participate in scheduled field trips, class trips and other school activities.
12. We understand that CCS does not provide voluntary medical insurance coverage for students. Should a student become injured on the premises or during a school-sponsored event, the student's family insurance is the primary carrier.
13. We will promote the spirit of unity within the school by following the Matthew 18 principle. If a problem arises, we will first contact the school personnel who can help (rather than those not involved). We will follow the proper chain of command when necessary until the problem is resolved. The parties to this agreement adhere to Christian principles and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the

biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or disputes arising out of or related to this agreement, including but not limited to, claims arising from statute, ordinance, regulation, case law or any other source shall be settled by biblical based mediation. If resolution of the dispute and reconciliation do not result from such effort, the matter shall then be submitted to an independent and objective arbitrator for binding arbitration. The parties agree that the mediation and arbitration process will be conducted in accordance with the “Rules of Procedure for Christian Conciliation” contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation*, which both parties will have had an opportunity to review. The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear one-half of the fees and costs of the arbitrator and any other arbitration expense. The parties to this agreement have had an opportunity to consult legal counsel before signing this agreement.

14. In our emails, phone calls and face-to-face conversations, we will approach teachers, administration and other parents in a respectful manner.
15. We will avoid posting or responding to negative social media posts about CCS.
16. We will support the fundraising efforts of the school, as the Lord allows.
17. We will support Calvary Christian School’s scriptural stance on marriage and gender regarding co-habitation, any LGBTQ lifestyle choice and same-sex marriage, understanding that the practice of these lifestyle choices is inconsistent with the teachings of Scripture and inconsistent with enrollment at CCS. (Genesis 2 and Ephesians 5) This applies to both students and parents.
18. Parents/Guardians of current CCS students are to be continuous role models of Christ-like behavior to their children and to the members of other school families. Expected to faithfully practice biblical standards in their home, church and community, parents are expected to glorify God in all that they do (I Corinthians 10:31), including striving to be godly examples in their dress (I Peter 3:3, 4), their words (James 3:5-12, Luke 6:45), their actions (James 3:14-18), and in their attitude (Philippians 2:1-16). Should a parent neglect one or more of these responsibilities, it may become incumbent upon the school administration and CCS Executive Committee to exercise the appropriate measures to resolve the situation in accordance with the decision of the board. If the situation cannot be resolved peaceably, then said parent[s] and/or guardian[s] will be expected to quietly withdraw their children from the school.
19. We understand that CCS offers Continuous Enrollment and that our FACTS account will be billed the Continuous Enrollment fee in March each year.
- 20 Recommendation for admission of the applicant is at the discretion of the CCS Administration. Outstanding tuition, fees and fines, may jeopardize a student’s reenrollment. Final approval of admission, including re-enrollment, is determined by the administration and CCS Admissions Committee.

*I/We have carefully read the above guidelines and have completed all required items in the application process. I/We agree to uphold all guidelines as part of the CCS family.*

\_\_\_\_\_  
Father’s Name (print)

\_\_\_\_\_  
Father’s Signature

\_\_\_\_\_  
Student’s Signature (7-12)

\_\_\_\_\_  
Mother’s Name (print)

\_\_\_\_\_  
Mother’s Signature

\_\_\_\_\_  
Student’s Signature (7-12)

\_\_\_\_\_  
Date

Revised: 1/2020

### HISTORY

Under the leadership of Galen Call, and as an answer to prayer, Calvary Christian School began as a ministry of Calvary Baptist Church in November, 1973. On August 26, 1974, 63 students in grades 1-4 entered CCS for their first day. One week later, 35 Kindergarten children joined grades 1-4. School was conducted in the educational wing of Calvary Baptist Church in Latonia.

Shortly thereafter, 65 beautiful acres were secured five miles south of Latonia on Taylor Mill Road. Groundbreaking for a beautifully designed and spacious facility occurred on July 7, 1974. The building program was completed in two phases. The first phase contained K through 8th grade and was completed in August 1975. The second phase was completed in 1976 and contained the gym, offices, and middle/high school classrooms. In 2010, a third building phase added a new cafeteria and three new classrooms.

### PHILOSOPHY

Calvary Christian School is a vital part of the ministry of Calvary Baptist Church. The goals of education at CCS are to lead students to a personal relationship with Jesus Christ as their Savior and Lord, to foster Christlikeness in the students and to equip them to fulfill God's purpose for their lives.

Education at CCS is based on the principles of God's Word as the ultimate authority and guide for life. A Christ-centered education continually views areas of knowledge through the perspective of God's Word, magnifies the Lord Jesus and leads children into conformity with His image.

God's Holy Spirit is our Schoolmaster at Calvary Christian School, and we seek His leading and direction in all matters. He indwells all believers and leads them to understand spiritual truth and to act according to God's will. Spirit-controlled education is exemplified in the Christian school by first ministering to the students' spiritual needs and then to their academic, social and physical growth. Training at CCS encourages students to act in harmony with their Savior. Their training is geared to prepare and equip them, not only in sound, quality academics, but also to stand against evil and to reach their own generation for Christ. The ministry of Calvary Christian School is to be an extension of the primary education responsibility of Christian parents to train their children in the nurture and admonition of the Lord. CCS works in close cooperation with the Christian home, yet the school ministry and those serving in it carry out their duties under the auspices and authority structure of Calvary Baptist Church. We believe that obedience to parents prepares students to obey God Himself. CCS teaches students to respond positively to the authority and leadership of the teacher, reinforcing their response and obedience to their parents as God's authority in the home.

Calvary Christian School's educational program of instruction is designed to provide the general background, viewpoint, biblical truth and basic principles for interpreting the facts encountered in the study of any subject.

### STATEMENT OF FAITH

1. The Bible, consisting of the sixty-six books of the Old & New Testaments, is the inerrant and complete Word of God, the final authority in all matters of faith and practice. (II Tim. 3:16-17, II Pet. 1:20, Jude 3)
2. There is one God, eternally existing in three persons; Father, Son, and Holy Spirit. (Deut. 6:4, Matt. 28:19, Luke 3:21-22).
3. The Lord Jesus Christ is the only begotten Son of God, conceived by the Holy Spirit, born of the Virgin Mary, and is true God and true Man. (Luke 1:30-35, John 1:18, 3:16, Phil. 2:5-11).
4. Man was created in the image of God; that he sinned and thereby incurred not only physical death, but also spiritual death, which is separation from God; and that, as a consequence, all mankind is declared by God to be totally depraved. (Gen. 1:26-27, 2:16-17, 3:6-19, Rom. 3:10-23, 6:23, 7:18, 11:32, Gal. 3:22).
5. The Lord Jesus Christ died as a substitutionary and complete sacrifice for the sins of the whole world and that only those who believe in Him are saved. (Rom. 3:24-28, 5:8-10, I Tim. 2:5-6, I John 2:1-2).
6. The Lord Jesus Christ arose from the dead in the same body, though glorified, in which He was crucified; that He ascended into Heaven and is now exalted at the right hand of the Father as Head of the Church (John 20:1-29, Acts 1:9-22, Eph. 1:20-23, Heb. 1:3).

7. The Lord Jesus Christ will come again personally; that He will come in the air prior to the seven-year Tribulation; hence, at any moment, to receive the Church, His Body, unto Himself in Heaven; and following the Great Tribulation, He will return visibly to the earth with His saints to inaugurate His millennial kingdom of universal peace and righteousness. (Acts 1:11, I Thess. 4:3-18, I Cor. 15:51-58, II Peter 3:1-13, Rev. 19:11-16, 20:1-6).
8. Believers and unbelievers alike will both be resurrected bodily in their own order: the saved unto everlasting bliss, the lost unto everlasting and conscious punishment. (I Cor. 15:1-50, I Thess. 4:13-18, Rev. 20:11-15, 21:22).
9. On the sole condition of personal faith in the Lord Jesus Christ men are born again by the Holy Spirit, baptized by the Holy Spirit into the body of Christ and sealed by the Holy Spirit unto the day of redemption. (Rom. 3:24-28, I Cor. 12:13, Eph. 4:30).
10. Sanctification, which is separation unto God, is threefold; positionally - the believer was sanctified at conversion by virtue of union with Christ; progressively - through the Word as he walks in the Spirit, and ultimately - he will be completely conformed to the image of Christ when he sees his Savior face to face. (John 17:17, Eph. 5:26, Col. 3:1-4, Heb. 10:14, I John 3:1-3).
11. The Church is the Body of Christ, composed of all who are born again; that this church universal is to gather together as local churches after the pattern of New Testament doctrine and practice, including the observance of water baptism and the Lord's Supper; and that God performs the ministry of His church through its members. (Acts 9:1-47; Rom. 12:1-8; 1 Cor. 11:23-34; 1 Cor. 12:1-31; Eph. 1:22-23).
12. The Great Commission was given to the Church and that this task of world evangelism is the mission of the Church today. (Matt. 28:18-20; Rom. 10:9-17; Eph. 4:7-16) The Bible teaches that a person receives salvation by faith alone in the death, burial and resurrection of Jesus Christ, it is not earned by the works of men (i.e., baptism, sacraments, confirmation, church membership).

## **CCS HONOR CODE**

The CCS Honor Code should serve as a guide for CCS students, faculty and families. This code should be memorized by all students and will be displayed in all classrooms. This code will be the foundation for all disciplinary decisions made by administration. *"I will honor God, my family, my peers and my school with my head, my heart and my hands, all the time."*

## **MATTHEW 18 PRINCIPLE**

CCS parents agree to demonstrate their support and cooperation by:

- trusting CCS faculty and administration with academic and disciplinary actions
- refrain from unproductive talk, complaining, and gossip regarding administrative decisions, policies and procedures (this includes negative and non-productive posts or comments on social media)
- practicing the Matthew 18 principle when resolving conflicts. When you go to the person(s) directly involved in the situation, problem or misunderstanding, you can generally solve most of the problems. Administration should be brought into the issue only after the parents, students, and teachers have discussed the situation. Our ultimate goal is to respond like Christ and represent Him well.

## **SCHOOL GOVERNMENT**

Calvary Christian School is the school ministry of Calvary Baptist Church. The authority for its existence and operation comes from the membership of Calvary Baptist Church.

The Executive Committee (EC) is comprised of deacons, members of Calvary Baptist Church and CCS Parents. Each EC member serves a three-year term. The Executive Committee will work in conjunction with the CCS administration in establishing policy and in serving as the final authority in all school matters.

The CCS Executive Committee reserves the right to revise, add to, or delete all statements, practices, and policies contained in the CCS Handbook. This may be implemented at any time throughout the year as determined appropriate and in the best interest of parents, students, faculty, staff, vendors, and all other related constituents involved with Calvary Christian School.

Calvary Christian School carefully follows the Matthew 18 principle in dealing with interpersonal relationships. Whenever parents have questions or needs, it is important that the proper authority be sought to obtain the correct information. In matters dealing with the classroom, the respective teacher is the initial point of contact. The second individual in the chain of command is the coordinator or department head. In matters dealing with the administration or in moving to the third step in the process, please contact the appropriate principal or administrator. The administrator is the final point of contact within the school setting. Should satisfaction still not result, the executive committee is the final point of contact.

### **ACSI/COGNIA ACCREDITATION & MEMBERSHIP**

Calvary Christian School is a member of the Ohio River Valley Regional Division of the Association of Christian Schools International (ACSI). ACSI is the largest Christian school organization in the world and was founded in 1978.

Membership provides many practical resources such as conferences for teachers, legal defense, accreditation and certification opportunities, student activities (speech meets, music festivals, academic meets, cheerleader camps, science fairs, athletic tournaments, etc.), publications, directory listing in its national publication, and insurance programs.

Calvary received accreditation status through ACSI in June, 1994. ACSI is recognized as a leading accreditation institution throughout the world. It is well known for maintaining quality standards with a Christ-centered philosophy. ACSI accreditation is recognized and accepted by the Kentucky Board of Education and the Kentucky Non-Public School Commission.

Demonstrating to the international academic community that it effectively advances the quality of the Christian educational experiences it provides for its students, CCS is in compliance with the standards of ACSI, as well as Cognia (formerly known as AdvancED). Having corporately and individually approved Calvary Christian School for accreditation, CCS has been granted all services and privileges of regional, and national professional recognition.

### **STATE ACCREDITATION STATUS**

Operating as a direct ministry of Calvary Baptist Church, CCS chooses not to seek a charter or accreditation from the Kentucky State Department of Education. It is the position of CCS that the state's philosophy of education, as it is now enunciated, is not in agreement with the Statement of Faith of the school or church (Calvary Baptist Church). As such, CCS must decline to submit to these requirements of state accreditation. CCS stands in agreement with the U.S. Supreme Court, which has defined humanism as a religion. If the Bible, the basis of our national life, cannot be taught in the state schools, most certainly humanistic and secular values should not be imposed upon Christian schools. While not seeking public school accreditation, Calvary Christian School sought and received accreditation by the Kentucky Non-public School Commission.

Although CCS meets and exceeds the minimum educational requirements of the State of Kentucky and adheres to all safety and fire codes with routine inspections, obedience to the Word of God must always take precedence over approval by the state. In light of the Supreme Court of Kentucky decision rendered in October, 1979 (Kentucky vs. Rudasill), such obedience to God grants immunity to Christian schools from all state control, therefore affording parents the opportunity to provide a Christian education for their children.

### **SCHOOL HOURS**

Full Day	8:00 a.m. - 3:10 p.m.
Half Day	8:00 a.m. - 12:00 p.m.
(Preschool-Kindergarten)	8:00 a.m. - 11:00 a.m.

The normal school day begins at 8:00 a.m. and concludes at 3:10 p.m. Students may go to their homerooms or classrooms beginning at 7:50 a.m. Due to supervisory requirements, students should not arrive at school earlier than 7:30 a.m. Those arriving between 7:30 - 7:50 a.m. must report to an assigned waiting area that will be supervised by faculty and staff. Once a student arrives at school in the morning, he/she is not to leave the school



grounds until school dismisses, except by special permission from the office. Students remaining on the CCS campus after 3:30 p.m. will be required go to Extended Child Care (ECC).

### **OFFICE HOURS**

During the school year, the school office is open on school days from 7:30 a.m. until 3:45 p.m. Summer office hours will be established, and appropriate notification sent out prior to the end of the school year.

### **CALLS TO CCS**

- Due to the large volume of calls we receive on a daily basis, it is very difficult for us to pass along messages to students, unless it involves an emergency situation or transportation problem. Please plan ahead to communicate transportation plans for after-school activities. See cell phone policy for more information.
- When a parent needs to talk with a teacher, we ask that you adhere to the following guidelines:
  - If possible, please email the teacher or send a note to the teacher with your student. The teacher will then contact you as requested.
  - Call the school office and leave a message for the teacher. If needed, the teacher will return your call at the earliest convenience.

### **EXTENDED CHILD CARE**

After 3:30 p.m., all students on CCS property are required to go to extended childcare (ECC) unless they are involved in a scheduled, supervised school activity. There will be a daily charge for supervision of children in ECC. ECC hours conclude promptly at 6:00 p.m.

### **STUDENT PICK-UP AND DROP-OFF**

Refer to Carpool Instructions included in Orientation packet. **There is no student pick-up and drop-off in the student parking lot.**

Whomever is permitted to pick up your student from CCS, must have their name listed in FACTS/transportation by the custodial parent or guardian.

### **INCLEMENT WEATHER**

Should we need to cancel or delay the opening of school due to snow or other inclement weather conditions, an announcement will be made via the news media, social media, email and the CCS App notification. We will strive to make this decision by 6:30 a.m.

Please continue to monitor the above-mentioned communication sources for updates. Half-Day preschool and half-day K5 programs are cancelled for the day when a two-hour delay is called.

### **SCHOOL SECURITY**

All visitors to CCS, including school parents, must check in at the school office and obtain a visitor's badge/pass. This badge must be visible at all times.

Additional Guidelines:

- If a parent needs to meet with a teacher, please arrange for an appointment at least 24 hours in advance.
- If you desire to have a conference with an administrator, please call or email for an appointment.
- We also realize there are times when parents are in the building and something comes up where you would like to speak to a teacher or administrator. In these situations, please check with the office to see if the staff member you wish to see is available.

### **CLOSED-CAMPUS POLICY/VISITORS**

CCS operates under a closed-campus policy. Once a student arrives on school property in the morning, he/she is not to leave until dismissed at the end of the school day.

The closed-campus policy also covers all visitors. All parents and visitors must check in at the school office. Forgotten homework, books, lunches, etc. should be left in the office rather than being taken directly to the classroom.

Elementary recess time is supervised by our elementary teachers. Visitors and parents are asked not to visit during recess time.

### **LUNCH VISITORS**

Lunch time visitors are only immediate family (i.e. parents, siblings, & grandparents) whose updated background check is on file in the school office. They are to make prior arrangements by contacting the divisional principal or the front desk receptionist (at the latest by 8:00 am the day of the visit) to receive approval to have lunch with their student on a special occasion such as a birthday or special celebration of that student.

### **ADMISSIONS/ENROLLMENT**

#### **NONDISCRIMINATION POLICY EXPLAINED**

Calvary Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. The school does, however, reserve the right to deny admission to any individual who cannot benefit by the experience based on past academic achievement or whose personal lifestyle is not in harmony with the stated philosophy and purpose of CCS.

#### **ADMISSION POLICIES**

Calvary Christian School (CCS) admits students of any color and national or ethnic origin to all rights, privileges, programs, and activities made available to all students of CCS. Students are admitted only after all entrance requirements have been met.

Acceptance to CCS is granted to those students who, along with their parents, demonstrate a sincere desire to receive a biblically based education. The objective of CCS is to obey the scriptural command found in Deuteronomy 6:5-6: *"You shall love the LORD your God with all your heart, with all your soul, and with all your strength. And these words which I command you today shall be in your heart."*

Attendance at CCS is both an opportunity and a privilege granted to students by the leadership of Calvary Christian School. Acceptance at CCS is a privilege, not a right. A student's privilege of attendance may be forfeited if the student or their parents do not conform to the standards and regulations of CCS. The school retains the prerogative to request the withdrawal of any student, at any time that, in the opinion of the administration, does not fit into the spirit of the school, regardless of whether he/she conforms to the specific rules of CCS. The goals of CCS are not to reform, but to train Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. It is further expected that each student applying for admission has established a willingness to adhere to the principles outlined in the CCS Handbook and has not participated in activities that would cause students to be dismissed from the school.

## ADMISSION PROCEDURES

To enroll in the Pre-School or Kindergarten programs, the child must be three/four (Pre-School) or five (Kindergarten) years old on or before October 1st.

A completed online application (for all grades) must be submitted with all required paperwork uploaded as defined below:

### Step one of the online application process:

- Go to the school website, [www.ccsky.org](http://www.ccsky.org) to begin
- Start the application packet
- Upload your child's birth certificate
- Upload most recent report card/transcript
- Upload most recent test scores
- Provide Pastor's email address for online Pastor Referral (K5-12)
- Provide Youth Leader's email for online Referral (grades 7-12)
- Provide Teacher/Principal emails for two online Student Recommendations (grades 1-12)
- Schedule Family Interview once the application has been submitted. \*Kindergarten students will be scheduled for the Kindergarten Readiness Test prior to their family interview.

### Step two of the online application process:

- You will receive an "Offer Sent" email to complete the enrollment packet
- Set up a login/password for FACTS
- Upload KY Immunization Form (K3-12)
- Upload Student Physical Exam Form (K3-12)
- Upload Kentucky Eye Exam Form (Preschool & K5)
- Upload Dental Exam Form (Preschool & K5)
- Submit the Enrollment Packet for final acceptance
- Once acceptance is signed off on by the school administration and the school board you will receive a final acceptance email.

## MEDICAL FORMS

CCS cares about the health and wellness of our students which includes having up-to-date immunizations or exemption forms. All students are required to have the necessary immunization documentation on file per the Kentucky Health Department. We also must report our student's compliance with state required immunizations annually. If a student's record is expiring, a new immunization record must be submitted within **two weeks** of the expiration date.

We understand that there are families who choose not to receive immunizations due to religious convictions and in these cases, the Kentucky Health Department and CCS requires the Religious Exemption form to be completed and notarized. We also understand that a student may need to utilize a Medical Exemption. If you need a Religious Exemption form or information on obtaining a Medical Exemption, please contact the School Nurse.

## CONTINUOUS ENROLLMENT

Once a student is accepted at CCS, that student is considered enrolled until the parents tell us otherwise. A continuous enrollment fee (non-refundable) will be billed each year in March to your FACTS account. If you know your child will not be returning to school the following year, you will need to submit a withdrawal form to the school before the continuous enrollment fee is billed.

## TUITION & LATE PAYMENTS

As a ministry of Calvary Baptist Church, Calvary Christian School is committed to good stewardship and sound financial principles. This includes maintaining a balanced budget. We strive to maintain a testimony of excellence and good stewardship by faithfully and punctually meeting our financial obligations to the business community and to our staff and personnel. This can only be accomplished if parents are faithful and punctual in the payment of fees and tuition. Your financial faithfulness is appreciated.

There are four plans available for paying tuition:

- in full by June 20<sup>th</sup> – receives a 3% discount
- in eleven monthly installments (July-May)
- in ten monthly installments (August – May), or
- in nine monthly installments (September – May) – **ONLY** if the student begins after August 31<sup>st</sup>.

Each family must set up a FACTS account. Most school related charges will be billed to the FACTS account.

Payment Policy:

- If a child withdraws once the CCS school year begins, CCS families will be responsible for the balance of their tuition through May. This will ensure a stable financial footing for CCS. Exceptions: family relocation away from the area, expulsion from CCS due to disciplinary issues, or the death of the student. Other situations with extenuating circumstances will be referred to the Executive Committee for resolution. School records will not be transferred until all financial obligations to CCS are met.
- No tuition deductions will be granted for absences from school.
- LATE CHARGES: Tuition and fees are due on the due date each month. Since parents choose the due date, late fees may be charged after the due date.
- One of the difficult issues in Christian education is the balance between grace and responsibility regarding the payment of tuition and fees. The school wants to show a measure of grace in collecting tuition payments, but at the same time, must be fiscally responsible. A generous, yet enforced policy allows CCS to build a more responsible budget and at the same time keep school families from getting into unrecoverable financial difficulty. Below is the CCS policy on delinquent accounts:
  - The CCS School Headmaster will be responsible for the collection of all delinquent funds.
  - If an account becomes more than 60 days delinquent, the parents will contact the Headmaster regarding a plan to get the balance paid. Students of parents who do not contact the Headmaster may be withdrawn from CCS when the account becomes 91 days delinquent.
  - If an account reaches 120 days delinquent, or families do not keep up with any repayment agreements made, students may be withdrawn from CCS and the account turned over for collections in any manner that the headmaster sees fit, including the use of the collection agency chosen by CCS.
  - No student will start the school year with an outstanding balance from the previous year.
  - Students leaving CCS with an outstanding balance can have their medical records transferred to the receiving school, but report cards, official transcripts and other school records will be held until the outstanding balance is paid in full.
  - Students graduating from CCS will be allowed to participate in the graduation ceremonies, but diplomas, report cards and transcripts will be held until the outstanding balance is paid in full.
  - Due to extreme or extenuating circumstances, the Headmaster can make exceptions to the above policy.
- Application fees are non-refundable. Curriculum fees are non-refundable once the school year begins.
- There will be a penalty fee for any check returned due to insufficient funds or closed account.
- If withdrawing, your child's records will not be released until payment in full is received.
- The following charges will also be applied when applicable:
  - Lost textbooks, workbook, or library book: full charge to replace book
  - Damaged books or other property: each item will be examined for extent of damage and an appropriate charge will be assessed.
  - Library fines: books not returned in two weeks will be assessed a \$.25 fine plus \$.05 per school day per book.
  - Chromebook and accessories will be charged based on repair/replacement costs.

WITHDRAWALS

If a child withdraws once the school year begins, CCS families will be responsible for their entire year's tuition. **A withdrawal form must be completed and signed** by the parents or guardians and given to the Registrar.

If all outstanding balances are paid and all CCS property is returned, a final report card will be mailed, along with other school records, to the new school. If not, the report card, academic credit, and school records will be withheld until all bills are paid and school property is returned.

### **A SPECIAL NOTE TO PARENTS**

*Since tuition does not cover all of the operating expenses necessary to educate our students, CCS must rely on the generous gifts of parents and others concerned for Christian education. Opportunities will be provided throughout the school year for parents to help meet the costs of educating their children. We assume that it is the desire of our families to financially support CCS to the degree the Lord enables them to help meet this need.*

**DONATIONS MADE TO CCS ARE TAX DEDUCTIBLE**

## **ACADEMICS**

### **FACTS**

FACTS is an online, computer-based system that enables teachers to post grade reports for students and parents to see online. Parents and students will also receive important school-wide e-mails via FACTS. Please monitor your child's progress through FACTS and his/her daily work. Teachers will update FACTS grades for those assignments that have been graded.

### **INTERVENTION SPECIALIST AND SUPPORT SERVICES**

The CCS Intervention Specialist is purposed for students with a diagnosed learning and/or behavioral need. That diagnosis has been given by a licensed professional. The CCS Intervention Specialist is not a tutor. CCS does not promise that we will be able to meet all the learning needs of any said child. With the following process, an evaluation and a clear academic/behavioral assessment is available to the parent and the school.

A student who comes into CCS having a current diagnosed learning or behavioral need (current diagnoses must be within the last 3 years) and has been receiving accommodations in their current educational institution, will bypass the following procedure. With provided paperwork, the CCS Intervention Specialist will communicate with the parents, teachers and administration how the administered intervention program can proceed.

### **RATIONALE**

Occasionally the academic program of CCS appears too rigorous or too advanced for some students while for other students the program may need enrichment for the gifted.

### **GOALS**

- To determine whether a student needs specialized instruction offered by CCS or an outside resource
- To provide teachers with approved guidelines for modifying the academic programs and expectations of individual students

### **PROCEDURE**

#### **Step 1**

- Teacher contacts Intervention Specialist and parent regarding the student's academic deficiencies/struggles or giftedness.
- Teacher presents documentation showing areas of academic concern (examples of student's work, etc.) to identify the specific problem.
- Intervention Specialist will give teacher 4-6 weeks of accommodations/interventions to utilize in the classroom if deemed to necessary and will notify parent of simple classroom and/or home interventions.

#### **Step 2**

- Intervention Specialist and teacher will observe and collect data during the 4–6-week accommodation/intervention time frame.
- If \*simple accommodations/interventions are followed and do not provide student academic success, parents will be notified by the teacher. Intervention Specialist will provide further classroom observation.

#### **Step 3**

- The teacher and Intervention Specialist will schedule a referral meeting with parents, student (at the discretion of those involved), and a member of administration (i.e. elementary principal or guidance counselor).
- During this meeting a referral to an outside professional, suggesting further testing will take place.

- A required diagnostic evaluation of the student will be completed by a school psychologist or a professional at another approved agency.

**Step 4**

- All testing results will be sent to the Intervention Specialist.
- Intervention Specialist will determine whether a CCS STUDENT ACTION PLAN should be written.

**Step 5**

- An Intervention Specialist will discuss a CCS STUDENT ACTION PLAN with student's teacher(s).
- Intervention Specialist sets up a meeting with parent, teacher, member of administration (i.e., elementary principal or guidance counselor) and student (at the discretion of those involved).

**Step 6**

- Meeting held provides final determination and agreement of CCS STUDENT ACTION PLAN by a signature on said plan.
- CCS STUDENT ACTION PLAN is dated for one year of use.

**Step 7**

- A yearly review of action plan is required. It is to be completed by the Intervention Specialist on date provided on initiated action plan.
- Intervention Specialist will determine if student must be re-evaluated by an outside source for continued services or a simple review extends existing action plan into the following school year.

**Note: An updated professional evaluation is required every three years.**

**ELEMENTARY TEACHER ASSISTANCE PLAN**

This would be a plan with accommodations and intermittent monitoring by the intervention team but would not include academic goals.

**STANDARDIZED TESTING**

To measure academic achievement, various standardized tests are administered throughout the year. Test dates are scheduled well in advance, and parents should make sure that their children are properly rested and ready for the tests. Test results will be sent to parents. Following are the various tests that are currently administered at CCS:

- Standardized Testing: 1<sup>st</sup>-11<sup>th</sup> grades
- Aptitude Test: 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, and 9<sup>th</sup> grades
- PSAT, ASVAB, & ACT Tests: 11<sup>th</sup>
- Star Reading and Math: 1<sup>st</sup> - 6<sup>th</sup> grades
- Cert: 7<sup>th</sup>-12<sup>th</sup> grades

**ATHLETICS**

Please refer to the Athletic Handbook Section.

**ATTENDANCE**

**PHILOSOPHY OF ATTENDANCE**

Regular and prompt attendance at school is a vital pattern for students to develop. Family vacations are encouraged to align with the school calendar.

**SICKNESS POLICY**

Students who have symptoms such as vomiting, diarrhea, unexplained rashes, and fevers (greater than 100.4 orally) should stay home. Students must be **24 hours free** (without the assistance of medication) of fever, vomiting, and diarrhea before they can return to school. Students at school who present these conditions will be asked to go home for the day and can return per the above policy. Do not enter the school building with any of the above symptoms unless it is an emergency.

## ATTENDANCE POLICY

We expect our students to be in the classroom before school begins each day. Please arrive by 7:50 a.m. to allow students sufficient time to go to lockers or take care of other necessities, so they can be in their seats by 8:00 a.m. If arriving late, all students must report to the school office to sign in and obtain a tardy slip.

Absences will be excused for illness, death of an immediate or near family member, doctor and dental appointments, emergencies, approved family vacations (See Family Trips) or pre-arranged absences approved by the administration. All other absences will be considered unexcused. **When a student is absent, parents MUST call or email the school office prior to 8:15 a.m. If a phone call or email is not received, the absence will be considered unexcused.**

We encourage students not to miss more than 10 days per school year. Elementary students missing more than 15 days per year place promotion in jeopardy. Secondary students may not receive credit for classes where 15 or more absences have occurred during a year. Absences lasting longer than 3 days and not approved prior to absence will only be excused with a doctor's note. Excessive absences may jeopardize a student's re-enrollment. Parents will be notified should absences become excessive. **According to Kentucky State Law, excessive absences WILL result in the loss of driving privileges for students. We are required by law to report these absences.**

## SCHOOL-SPONSORED ACTIVITIES

In order to participate in any school-sponsored activities, students must be present at school by 9:30 a.m. on the day of the activity. (i.e., athletics, class trips, Jr./Sr. Prom)

## SIBLING PROGRAMS

Parents requesting for their student to attend a sibling's program will need to sign the student out and back in on the attendance sheet in the school office. **Parents need to email the teacher of the classes missed to make them aware of the absence.** This absence will be considered an excused tardy. If the student misses more than 90 minutes of class time to attend the program, they will receive a half day excused absence.

## MEDICAL APPOINTMENTS

Doctor and dentist appointments should be made after school hours when possible. Proof of doctor or dental appointments must be presented to office when students return.

If a student is absent from school or leaves school early due to illness, they will not be allowed to return to school to practice, play or perform. (This does not include routine physicals, dental or orthodontic visits.) If a student comes in late or leaves early for a doctor appointment that is not due to sickness (routine physicals, dental or orthodontic visits, etc.), they are required to bring a doctor's note. **Additionally, a student cannot practice/play/perform that day if they do not bring in a note.**

## ATTENDANCE APPEAL

If you believe an exception to this policy is warranted, athletes should contact the CCS Athletic Director. All other students should contact the receptionist/attendance secretary.

## FAMILY TRIPS

Vacations taken while school is in session are strongly discouraged. Please attempt to schedule family vacations when school is not in session. Refer to the school calendar for these dates. With prior approval, absences resulting from family trips may be excused. These trips must be "immediate family" oriented. **Requests for approval for trips must be submitted in writing to the principal, teacher, and receptionist/ attendance secretary in advance.** Please understand that oral instruction given during an absence cannot be replicated and may affect your child's performance and grades. If a student is absent for a family vacation, work provided in advance will be at the discretion of the teacher and should be requested at least two weeks in advance. **Make-up work provided in advance for family vacations is due the first day back to school.** All make-up work submitted after the due date will be considered late and will be given a late grade.

## **MAKE-UP ASSIGNMENTS- EXCUSED & UNEXCUSED**

Please see Elementary and Secondary sections for specific guidelines.

## **TRUANCY**

Absence without the parents and/or school's knowledge and permission is considered truancy. Normal discipline and academic penalties will be applied.

## **TARDINESS**

A student is considered tardy if he/she misses any amount of school up to 90 minutes during any part of the day. If a student is absent for more than 90 minutes per day, he/she will be considered absent for a half-day. Should a student miss more than 180 minutes on a given day, a full day's absence will be recorded. An early dismissal is recorded in the same manner as a tardy.

A half-day student (PreK/K5) is considered tardy if he/she misses any amount of school up to 40 minutes during any part of the day. If a student is absent for more than 40 minutes per day, he/she will be considered absent for a half-day. Should a student miss more than 75 minutes on a given day, a full day's absence will be recorded.

Three tardies or early dismissals (excused or unexcused) is equivalent to a half-day absence and six tardies is equivalent to a full day absence, which will affect perfect attendance.

## **MS/HS TARDINESS**

Tardy to School - Students who are tardy must report to the school office to receive a tardy slip before entering the classroom. An administrative (non-demerited) detention will be assigned every fifth unexcused tardy.

**Unexcused tardies do not reset at the semester.**

Tardy due to Traffic - Students will be allotted 5 excused traffic tardies per semester. This consists of traffic, construction, school buses, etc. After the fifth excused tardy, students will receive unexcused tardies for traffic.

Tardy to Class - Unexcused tardies to class will result in demerits. Repeated tardies will lead to detention. See MS/HS Discipline Policy for more information.

If a teacher keeps a student for a few minutes after class, the teacher will write a pass for the student so a tardy will not be assessed in the next class.

## **EARLY DISMISSAL**

Whenever a student is to be dismissed from school prior to the official end of the school day, parents must send a signed note to the office. The note should include:

- the student's name
- the date and time to be excused
- the name of the person picking the student up from school
- the reason for the early dismissal
- the parent's signature

The person picking up the student must come to the school office to sign the student out. If a student is driving themselves, they must have a signed, handwritten note from their parent. Do not wait in the car for the student to come out or go to the student's classroom. Students are to remain in the classroom until the office contacts the classroom teacher. If a student returns to school, he/she MUST also sign back in at the school office.

## **NOON DISMISSAL**

Half-day students - Preschool and kindergarten students who are enrolled as half-day students will have an 11:00 a.m. dismissal on all school days. This includes noon dismissal days.

Full-day students – Carpool begins 12:00 p.m.

## **STANDARDIZED TESTING ABSENCES**

Absences during any standardized testing will forfeit the student's ability to take or make up the standardized test scheduled on that day.



## DRESS CODE

### GENERAL PHILOSOPHY

Because of the wide differences in backgrounds and spiritual preferences/convictions, acceptance and cooperation are very important. The standard of dress at Calvary Christian School is designed to reflect modesty, neatness, and moderation. Our desire is that the dress code be one that contributes to a distinctive Christian education, promotes an effective learning environment, and reflects the best possible image of our school and our Lord. Our dress code is designed to promote a high level of personal character and appearance.

It is important to understand that if we do not allow a particular article/style of clothing or dress, we are not saying the item is wrong to wear at other times – just not to school or school events.

In all dress code issues, the administration reserves the right to make the final decision on the appropriateness of clothing and appearance. The administration also reserves the right to make adjustments to the dress code as the need arises.

Please apply the following thoughts regarding the dress code:

- A student's dress should not draw undue attention to him/herself.
- We ask the parents to take responsibility for ensuring their student(s) complies with the dress code.
- Because styles change rapidly, we cannot cover every clothing possibility.
- Girls are to dress as girls and boys are to dress like boys. (i.e. Spirit Week and all other student activities)

Students violating the code will be dealt with as privately as possible. If necessary, the student may be sent home to change or not be allowed to attend class until a change of clothing can be made available. Students should not expect to be continually warned about Dress Code Violations.

Please refer to the Elementary and Secondary Sections for specific dress code details.

### PICTURE DAY DRESS CODE

All Students in **PreK - 3rd Grade** will be allowed to wear jeans with a collared shirt or girls may also wear a nice top OR a "frilly" dress to the knee. Boys may also wear a collared shirt, tie or sweater, and dress slacks.

All Students in **Grades 4 - 12**, EXCEPT SENIOR GUYS, will be allowed to wear jeans with a collared shirt (gentlemen) or nice top (ladies). If they choose not to wear jeans with a nice shirt or top, then students should wear their school uniform.

All students PreK-11<sup>th</sup> grade may wear their school uniform on picture day.

**Senior Guys** should wear jeans, their school uniform pants, or dress slacks with a dress shirt, tie and sport coat (ties and sport coats only need to be worn for the picture).

## GENERAL GUIDELINES

### AFTER SCHOOL EVENTS

If attending a game, elementary students must always remain with an adult.

For all students (K5 - 12<sup>th</sup> grade), the athletic fields, hallways, and classrooms are off limits during games.

### CELLPHONES AND ELECTRONIC DEVICES

Please see Elementary and Secondary sections for specific guidelines.

### CHURCH ATTENDANCE

As a Christian school, we expect all our students and parents to be faithful and regular in attendance at their local church.

## **DAMAGED OR LOST SCHOOL PROPERTY**

Each student is expected to respect school property and the property of others. Any student who breaks or defaces school property is responsible for replacing the broken or damaged item. The school will not assume responsibility for the carelessness of a student. Students should not use the belongings of another student unless he has the owner's permission. This includes CCS-issued Chromebooks.

Uniforms, instruments, and equipment that are checked out to students must be returned to the teacher responsible for the articles. A fine will be charged if not returned.

## **FUND RAISING**

Only those fund-raising activities approved by the administration will be permitted. No fund-raising by outside groups or individual students will be allowed unless approved by the administration. We encourage families to participate in our fund-raising activities.

## **LOST AND FOUND**

Students who have lost articles should check with the school office or the lost and found bin located near the locker rooms. Periodically, lost items will be placed on display. In order to avoid the accumulation of lost articles, we ask that every student have their name on all clothing and belongings. CCS cannot be responsible for the personal belongings of students. Students are expected to secure their belongings in their lockers or keep them in their own possession. Students are not to leave books, bags or instruments on the hallway floor at any time. They will be placed in Lost & Found.

## **LUNCH/SNACKS**

Students may either bring a lunch from home or purchase a hot lunch. Hot lunches must be ordered through the FACTS family portal by noon on Saturday for the following week. The lunch menu can be viewed on FACTS under the student tab.

Students may also bring a lunch from home. Microwaves are available for students to use for grades 4-12. Younger students may not use the microwaves due to safety concerns.

## **MEDICAL INFORMATION**

Employees of CCS will not administer medication to students unless written permission is received from the parent or guardian. The permission slip is located on the CCS webpage under Current Parents/Forms & Downloads.

- Prescription medications should be brought to school in the original container labeled with the following information: student's name, name of medication, and time and dosage of medication.
- All medication is to be kept in the nurse's office.
- It is the responsibility of parents and students to comply with the doctor's orders concerning the administration of medications. School personnel will assist students when possible.
- All liquid medications are to be accompanied with a measuring device from home.
- Every dose of medication dispensed to students will be documented in FACTS and parents will be notified.
- MINOR INJURIES: First aid treatment is administered in the school office. Supplies are kept on hand to care for minor incidents.
- MAJOR INJURIES: If at any time a student needs medical attention, school authorities will contact the appropriate emergency medical personnel. Parents will be immediately contacted.

If a student is to remain indoors for a day of recess or cannot participate in physical education or music, a note from the parents must be presented to the teacher. For extended periods of non-participation, a note from the attending physician must be provided. Physical activity is an important part of the overall educational process. We strongly encourage activity, not passiveness, during recess and PE.

## **VOLUNTEER GUIDELINES**

Volunteers are welcome and considered an invaluable asset to CCS. Volunteers are people who do not receive compensation as a part-time or full-time employee assisting in school or school-related programs. All volunteers shall be under the direct supervision of a member of the professional administrative and teaching staff.

Volunteers should comply with all CCS guidelines, rules, policies, and instructions as applicable.

Volunteers are required to have completed a Kentucky background check on file, which needs to be renewed every year. The results of the background check will be provided by the state to each individual and CCS administration.

Any person having a violation prohibiting volunteering will not be utilized as a volunteer at CCS for the school year in question.

A list of approved volunteers will be compiled, kept on file, and given to the pertinent faculty and staff.

Any question or concerns regarding any volunteer will be directed to the appropriate principal.

All volunteers should report to the school office upon arrival to sign in and out on the volunteer clipboard.

Classroom volunteers will be selected by the classroom teacher.

Classroom volunteers are under the direct supervision of the classroom teacher.

- Teachers are responsible for classroom and individual student discipline.
- Volunteers are to be always professional in their relationship to the teacher and to each student.
- Classroom volunteers should maintain discretion regarding classroom matters.
- Classroom volunteers should not share confidential classroom information with others or participate in gossip.
- Volunteers should limit cell phone usage during volunteer time in the classroom. Cell phones should be on **vibrate or silent** while in the classroom.
- Volunteers should not use camera phones, cameras, or video tape while doing volunteer work in the classroom (not including classroom parties or exceptions made by the teacher).

Parents taking pictures at parties should use caution when posting pictures of other children on social media. Some parents have asked that their child not be photographed. Touch base with the teacher before posting group pictures on social media.

**Volunteers should dress modestly and in good taste. Ladies, please keep shorts/dresses to the top of the knee, wearing leggings/yoga pants only under dresses/shirts that come to the top of the knee. The neckline of all tops, dresses, etc. may not reveal any cleavage or any part of the cleavage area. All clothing and accessories should always accent the countenance of the believer drawing others to the grace of our Savior.**

## **PLAYGROUND/RECESS**

Students are not allowed to use the playground, athletic equipment, athletic fields, or gymnasium before or after school without permission and proper supervision from the Athletic Director.

Roller skates/blades, skateboards, Heelys, or any other item which might pose a danger or is disruptive to the educational process, are not permitted for use at school.

Playground fences and trees are not to be climbed.

Throwing snowballs is not permitted.

## **PERSONAL PROPERTY**

CCS cannot assume responsibility for students' personal property. Students are expected to secure their valuables in an appropriate location such as their locker or keep them in their own possession. Elementary students may not bring toys/games from home to school except with special permission from the classroom teacher. Trading cards (of any type) and electronic games are not permitted.

## **WITHHOLDING SCHOOL RECORDS**

Official school records, transcripts, report cards and diplomas will not be released if the student owes fines, has school property not returned, or if the family is in arrears on tuition payments. Excessively overdue accounts may have their FACTS parent access restricted.

## **MARIJUANA/CBD USAGE**

As the current legal status of marijuana (including cannabis) use varies from state to state, Calvary Christian School will follow the federal guidelines for controlled substances. As such, marijuana (including cannabis) is considered an illegal substance for purposes of this handbook and for the purpose of interpreting any provision of this handbook that addresses illegal behavior or drug usage.

The only exception to this would be for a person who has a medical condition where an AMA certified medical doctor has prescribed medical marijuana to assist in their treatment. Documentation from their doctor would need to be presented to the CCS administration to be kept in their file. In addition, the medical marijuana would need to be taken at home. If found in a student's possession, it will be treated as a controlled substance and subject to the discipline described in the CCS discipline code.

As it is impossible to anticipate all situations and circumstances, the administration may deviate from the above in exceptional circumstances and with agreement of at least two administrators assigned to a leadership role over the student in question.

## **STUDENT PRIVACY POLICY**

Calvary Christian School will abide by the Family Educational Rights and Privacy Act (FERPA), although we do not receive funds under an applicable program of the U.S. Department of Education.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;

- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

FERPA includes:

- Faculty should not share a student's grades, progress, or any academic information with other students or parents.
- Faculty should not share a student's grades, progress, or any academic information with any school personnel that isn't deemed necessary.
- Faculty should not share a student's grades, progress, or any academic information in public. This information should always be shared privately with the student.

## INTERNET USAGE

Social media is any form of electronic communication that allows users to share information, ideas, personal messages, photos, videos and other communication with individuals or a community.

*Moreover, he must be well thought of by outsiders, so that he may not fall into disgrace, into a snare of the devil.*  
 1 Timothy 3:7 (ESV)

### CCS SOCIAL MEDIA GUIDELINES

1. The CCS administration does not scan or search students' social media accounts. However, if it is brought to our attention, we must respond to it, based on the policy below. Principles that students should remember when posting are:

- The things you post reflect on yourself, your family, your school and most importantly your God.
- Once it is posted online, it is there forever . . . and someone can find it.
- Colleges, future employers, and the military will search your social media posts.
- There can be legal ramifications for what you post.

2. Do not:

- transmit offensive or harassing messages.
- offer for sale or use any substance, the possession or use of which is prohibited by Calvary Christian School's Student Discipline Policy.
- view, transmit or download pornographic materials or materials that encourage others to violate the law.
- download or transmit confidential or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
- cause harm to others. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using their access to the network or the Internet. See Cyberbullying.

3. Student use of social media during school hours or using school computer networks, Internet, or devices must be authorized by a teacher for an approved educational purpose.

4. Any social media activity that is directed at the Calvary Christian School community (including administration, teachers, and students) and violates the CCS social media guidelines shall result in discipline. Items placed on

any social media sites by students who identify themselves as a CCS student must reflect Christ-like conduct as outlined in the CCS Handbook. As representatives of Calvary Christian School, students should not submit anything to a site that includes objectionable content or that reflects negatively on others, including the school, or negatively affects the learning or social environment of the community.

**5. Students and parents will not post pictures, video, likeness or comment regarding any CCS employees, students, or parents without their permission.**

6. CCS considers sexually explicit material to include sending, sharing, or possessing photos, messages, audio, images, or e-mails that contain sexually explicit or suggestive content, or anything that CCS administration deems provocative. Any such violation may result in school discipline, up to and including expulsion and/or the notification of local law enforcement. Students are required to report immediately any such activities to a teacher or a school administrator. Students who report such activity and who are determined to have had no other role in the incident will not be subject to punishment. Sexually explicit or provocative posts CCS is made aware of that occur off campus or after hours, will be reported to the parents and could jeopardize a student's ability to attend CCS.

7. Students attempting to access pornographic sites on the CCS issued Chromebook, will lose access to the Chromebook outside the school day and parents will be notified about the attempted access.

8. All users must abide by rules of network etiquette, which include, but are not limited to:

- Be polite and treat others the way you would like to be treated.
- Do not send abusive messages to others.
- Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited.
- Swearing; vulgarities; suggestive, obscene, belligerent, or threatening language; slurs or stereotypes relating to race, gender, ethnicity, nationality, or religion are prohibited.
- Do not repost items with swearing, vulgarity, slurs or stereotypes relating to race, gender, ethnicity, nationality, or religion, etc.

9. Cyberbullying is bullying that takes place over digital devices. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

The most common places where cyberbullying occurs are social media sites, text messaging and messaging apps, instant messaging, direct messaging, and online chatting, online forums, chat rooms, and message boards, email, and online gaming communities.

Students who cyberbully will be disciplined, possibly removed from the student body and if serious enough, turned over to the authorities.

10. Parents, please remember that your child's online presence is ultimately your responsibility.

## **NTI GUIDELINES**

Calvary Christian School will provide NTI (Non-Traditional Instruction) classes each day for students who may be absent due to long-term medical reasons, including quarantine situations.

The objective is to provide students the opportunity to keep up with their classes as much as possible when they are out of the school building for extended periods of time.

NTI could be utilized school-wide at the administration's discretion.

## **POLICIES**

Students or parents need to directly email their child's teachers and copy the elementary principal (elementary students) or the academic principal/counselor (middle and high school students) and the school receptionist during their absence.

- This should be done no later than 7:30 am the day your child is absent.
- If the email request for NTI is sent later than 7:30 am NTI will not be guaranteed for that day.

Students are committed to NTI for the entire day. They may not do NTI for a few classes and then decide to come to school.

Students who attend NTI while absent will not be given the extra time for make-up assignments normally associated with an absence when they return.

- Some assignments or handouts may not be available on FACTS because of short notice. If this happens, students will be given extra time to turn in this work.

Attendance will be marked "Present - NTI" in FACTS for the days the student attends virtually.

- This will not count as an absence on their record.

Students who participate in NTI will not be eligible for athletic participation during the NTI period. This includes practices and competitions.

Families should let their child's teachers, the elementary principal (elementary students) or the academic principal/counselor (middle and high school students), and receptionist know when the student is returning to school.

- Parents/students may email them, or students may stop in at the office.

NTI is a privilege and should be used appropriately and responsibly.

- Students who misuse NTI may not have the opportunity to use the NTI for absences in the future.

**Asbestos Notice Goes Here**



# Calvary Christian School



## Elementary Families

### NOTICE OF NONDISCRIMINATION POLICY AS TO STUDENTS

Calvary Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## GENERAL SCHOOL REGULATIONS

The following are general school rules/guidelines that provide for the orderly and safe operation of the school and are applicable to ALL students.

### CELL PHONES/ELECTRONIC DEVICES

Please refer to page 12 of the Elementary section.

### GUM

Gum is not permitted in elementary classrooms.

### NURSE

MINOR INJURIES: First aid treatment is administered in the school office. Supplies are kept on hand to care for minor incidents.

MAJOR INJURIES: If at any time a student needs medical attention, school authorities will contact the appropriate emergency medical personnel. Parents will be immediately contacted. See General section for medical information.

## GENERAL INFORMATION

### ELEMENTARY PROGRAMS

Students are required to attend musical concerts and programs in which they participate as a student. If a program is missed, student grades will be affected by the absence. Music teachers will provide an assignment. Our elementary music programs are designed to teach the element of performance, commitment, and responsibility, as well as to entertain the audience. We ask that your family stay for the entire duration of the programs.

### LOST AND FOUND

Items left at school will be collected and added to our Lost and Found. Periodically, these items will be displayed and may be claimed by the owner. Items which are not reclaimed become the property of the school and may be disposed of as necessary. Please label your child's belongings. This will help us in locating lost items and in making a quick identification.

### LUNCHROOM

A hot lunch program is available on school days. Lunch orders must be placed on FACTS by noon on Saturday for the following week. Lunches will be billed to your FACTS account at the end of each month.

Students may bring a lunch from home. Students should bring their own eating utensils. Students (grades 1-6) may bring extra money to purchase on hand items in the lunchroom. To promote healthy eating habits, we ask that students not purchase more than one sugary/dessert type item per day. Students are not permitted to share money or food items brought from home or purchased due to known and unknown allergies and parental permissions. Microwaves are available for 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade students to use. Use of the microwave is a privilege. If a student shows irresponsibility in using the microwave, as determined by the lunchroom staff, the student will lose the privilege of using the microwave. Younger students may not use the microwaves due to safety concerns.

Parents, grandparents, siblings, etc. visiting during lunch hours must have a background check. They must check in and out at the school office, wearing a visitor badge during their visit. Visitors will be asked to sit and have lunch with their student at a separate table vs. sitting at the class lunch table. A 24-hour prior permission is required from the divisional principal or receptionist. Other CCS students will not be permitted to sit with the visiting family.

## **BIRTHDAY/PARTY INVITES**

- Students wishing to hand out birthday party invites, or any type of party invites during school hours, should plan to provide invites for all classmates or all students of birthday child's sex.
- Birthday treats provided during school hours are optional. If provided, they will be provided during lunchtime and are to be provided for all students in birthday child's class.

## **SNACKS AND TREATS**

Snack foods may be requested from parents for various elementary classes. Classroom teachers will send a note home if this applies to your child's class.

Elementary birthday treats are optional, but if provided, please follow these guidelines:

- Provide easily dispensed food items for each child to do so during lunchtime. Class time will not be used in grades 1-6 for distribution of individual birthday celebrations.
- Please provide napkins, if needed.
- Please do not send decorations.
- Please be aware we are not able to provide refrigerator/freezer space.

## **WITHHOLDING REPORT CARDS**

Official school records and report cards will not be released if the student owes fines, has school property not returned, or if the family is in arrears on tuition payments. This does not include fines for individual class activities. Excessively overdue accounts may have their FACTS access restricted.

# **ACADEMICS**

## **COMPUTERS**

Students are not allowed to use any computers or computer devices (CCS owned or personally owned) until the student and his/her parents have read the Acceptable Use Policy (AUP) and have turned in an AUP User Agreement Form for the current school year. The Agreement Form must be signed by both the student and his/her parent or guardian.

## **PROMOTION POLICY**

Any student in grades 1-6 who fails two academic subjects (Math, English, Reading, History, Science, Spelling) may be required to repeat the same grade level. In addition, the student may be required to receive tutoring as approved by the administration prior to returning the next school year. Any student who receives an "F" in a core academic subject for a semester, will be required to repeat that semester's work. This will be accomplished through a paid tutor or taken through an institution approved by the CCS Administration.

Students are promoted to the next grade level and placed in a grade appropriate classroom. Classroom roster placement is made with faculty/administration consideration and prayer. Administration is unable to accept parental request for teacher or classroom placement due to the inability to fulfill every parent's request.

## **FIELD TRIPS**

As a vital part of the academic process, all elementary classes take trips to interesting and educational places. Permission slips will be sent home prior to a field trip. In order for a student to participate in a field trip, the permission slip must be signed by a parent and returned to the classroom teacher. Fees will normally be charged to cover expenses (some of these fees may be collected as part of the registration process). Each field trip will have an appropriate dress code. Students are expected to attend and participate in field trips.

## **FIELD TRIPS CHAPERONE PROCEDURES**

1. All chaperones must complete the information for an individual background check and submit it to the school office. A 30-day processing period is required. The names of all adults wishing to chaperone must appear on the approved list of volunteers for the school year in question.
2. Adult chaperones will be selected by the teacher. The number of chaperones depends on the type of field trip.

3. All adults who attend field trips are expected to assume all responsibilities of chaperones.
4. Chaperones are responsible for paying the non-refundable cost of the field trip.
5. Chaperones are not to bring other children or other family members on field trips.
6. The same dress code for students on field trips applies to chaperones (with the exception of the school uniform). If the school uniform is required student dress for field trips, male chaperones are to wear shirts and slacks, and female chaperones are to wear skirts, dresses, or slacks (no jeans or shorts).
7. Chaperones are to park in the lower parking lot when going on field trips.
8. Since field trips are planned learning activities, students should attend and be present for the entire field trip time.
9. Students are to ride the bus to and from field trips. On occasion, with special prior permission from the teacher, students may be permitted to leave a completed field trip with a parent.
10. All students on field trips are to comply with all guidelines, rules, policies, and instructions of the classroom teacher and chaperones.
11. Chaperones are responsible for the students assigned to them for the entire duration of the field trip.
12. Chaperones are not to use cell phones on field trips except in cases of emergency.
13. Chaperones and students are not to leave field trips early without prior permission of the teacher.
14. Any student who does not complete a field trip will be counted absent or tardy (depending on the time of leaving the field trip).
15. Chaperones and students are to be subject to the teacher's instructions during field trips.

## GRADE SCALE

A+: 99-100	A: 96-98	A-: 94-95
B+: 92-93	B: 88-91	B-: 86-87
C+: 83-85	C: 79-82	C-: 76-78
D+: 74-75	D: 72-73	D-: 70-71
	F: 69 or below	

## OGSN - Explanation of Marks

O – Outstanding

G – Good

S – Satisfactory

N – Needs Improvement

## HONOR ROLLS

There are two honor rolls:

1. First Honor Roll = 3.95 or higher
2. Second Honor Roll = 3.55 – 3.9499

Yearly GPA is listed on the report card.

## ELEMENTARY CHARACTER CARD

The goal of Calvary Christian School is to prepare students academically & spiritually as well as to aid their emotional, social, and physical development. This report is designed to evaluate your child's progress; please take time to discuss it with your child. "Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity." – 1 Tim. 4:12

## HOMEWORK

Homework is an important part of the educational process. Homework will be graded for completeness, accuracy, and neatness. At times, a parent's signature on assignments may be requested to indicate that the child has made a conscientious effort to complete the assignment. Students in grades 2<sup>nd</sup>-6<sup>th</sup> will be required to use an agenda (similar to an assignment notebook) to record daily homework assignments.

Each student will have varying amounts of work to complete outside of school hours. This may be unfinished class work, extra projects, or memory work. Parents should also insist that their child(ren) regularly brings home papers for them to review (e.g., daily work, tests, projects, etc.).

It is important to understand that homework is not an option. It is expected that homework will be completed by the due date. Incomplete or partial work may not be accepted, and failure to turn in homework may result in grade penalties.

Points will be taken off for late work. Teacher orientation information will provide grade specific details. While parents should assist their children by explaining homework when necessary, the work must be completed by the student. He/she must take the responsibility for it. Parents can help their child in his/her homework by helping establish good study habits and routines. All grades will be considered final and will not be eligible for redoing.

### **MAKE-UP WORK**

Students are responsible for obtaining assignments and accomplishing the required make-up work for all absences. It is not the responsibility of the teacher to “chase down” students who are missing work. When students are absent from school due to illness, the student or their parent should contact the teacher for missed homework. Due to the time it takes to assemble work and assignments, it is important that the office receive your request by 10:00 a.m. Time to complete the work (due to illness) is commensurate to the days missed (i.e. two days missed equal two days to complete and return the work). It may be necessary to make up tests after school, during recess, or a specials class for elementary students. If a student is absent for reasons other than illness (family vacations) work provided in advance will be at the discretion of the teacher. To restate what is in the “General” section of this handbook regarding family trips: Requests for approval for these trips must be submitted in writing/email to the divisional principal **prior to the trip**. Requests for work, prior to family vacation, should be made at least two weeks in advance and submitted to the teacher. Please understand that oral instruction given during an absence cannot be replicated and may affect your child's performance and grades. **Make-up work provided in advance for family vacations is due the first day back to school. All make-up work submitted after the due date will be considered late and is subject to a late grade. See late work guidelines.**

### **LATE WORK**

LOWER ELEMENTARY GUIDELINES: Points will be taken off for late work. One point/day will be taken off for all late work. A green tally will be given for work not turned in when due. Recess is used to work on missed assignments until the work is turned in to teacher. Students will be given the minimum 10 minutes of recess each day. All late policies will be communicated in teacher orientation packets.

UPPER ELEMENTARY GUIDELINES: Points will be taken off for late work. Five points/day will be taken off for all late work. Clear expectations as to whether the work is due at the 8:00 a.m. bell or at the time of the class should be given with all assignments. If work is due at 8:00 a.m. and is handed in later in the day, it is considered late and will result in a 5-point deduction. After 5 days of being late, a permanent zero is given. A green tally is given each day the work is not completed. Recess is used to work on missed assignments until the work is turned in to the teacher. Students will be given the minimum 10 minutes of recess each day. All late policies will be communicated in teacher orientation packets.

### **REPORT CARDS**

Report cards are issued at the end of each quarter. Our intent is to inform parents of their child's educational, social, personal, and spiritual growth in school. If a teacher feels there is cause for concern over a student's lack of progress, he/she may request a parent conference any time during the grading period. Parents are encouraged to contact a teacher if in doubt about a grade or a student's evaluation in a particular subject.

Please monitor your child's progress through FACTS and his/her daily work. Minimally, teachers will update FACTS grades on a weekly basis for those assignments that have been graded. Please understand that grades are not equal in value. They are subdivided into categories and weighted by assignment; therefore, you cannot calculate your child's average on your own. Please understand that if your child is absent, his grades will not be updated immediately upon receiving the work.

## **STUDENT RECORDS**

Parents and students have the right to inspect and copy the student's academic and health records. Requests must be made through the administration.

## **COUNSELING SERVICES**

The role of the CCS Elementary School Counselor is to provide mental health support and services for all CCS Elementary Students. Galatians 6:2 says, "Bear one another's burdens..." and the school counselor aims to be available to help students with their concerns, whether it be academic, personal, or interpersonal. These services entail whole-class lessons as well as small groups or individual sessions on a short-term basis as needs are identified. Services also involve consultation with teachers, parents and other significant adults, and referral to appropriate resources. The goal for the CCS Counseling Program is both to point children to Scripture in regard to the problems that they face and to point children back to their parents as their God-given authority. While the school counselor is not a professional counselor or a therapist, the school counselor is available to be a part of the team that supports students with various needs at school.

Parents can discuss school counseling services for their child with the school counselor via email. If teachers wish to refer a student to the school counselor to address an identified need, the teacher will discuss with parents in advance unless there is an immediate need during the school day.

## **DISCIPLINE**

Education at Calvary Christian School involves more than just quality academics. Character building is an integral part of our program. As Christians, we operate from the premise that living our lives based on Biblical standards enables us to glorify and please God. Within the school setting, there are certain character traits which not only please God but make for positive relationships within the school community.

In an atmosphere of definitive and positive Christian standards of conduct, there is an opportunity for the development of a strong and stable Christian character. Students displaying inappropriate attitudes and behavior will be appropriately disciplined.

Students are expected to refrain from the following or face disciplinary action, including suspension or expulsion (this list is not all-inclusive and may be amended at the discretion of the administration):

- Vulgar language or swearing
- Fighting
- Bullying
- Putting hands on people
- Verbal abuse/criticism of other students
- Indecent exposure
- Leaving school or class without permission from authorized school personnel
- Cheating
- Vandalism
- Stealing
- Disobedience
- Defiance/disrespect to teachers or school authorities
- Lying
- Sexual immorality
- Use, sale, or possession of illicit drugs or alcoholic beverages
- Possession of a potentially harmful weapon
- Smoking or possession of tobacco
- Threats of violence or violent acts
- Unauthorized cell phone usage
- Improper use of the internet and/or social media

Students, whose conduct and behavior outside of school reflects poorly on accepted Christian behavior, may be subject to school probation or loss of enrollment. This includes the improper use of the Internet and/or its resources.

### **PHILOSOPHY OF CCS STUDENT'S CONDUCT**

Student standards and expectations are for the purpose of fostering spiritual development, encouraging wholeness, strengthening unity, and building integrity. Conduct and appearance are visible testimonies of students' attitudes. Being a part of the CCS family is a privilege, and with this privilege come certain responsibilities.

Students are expected to conduct themselves in accordance with these standards and guidelines and to exhibit a positive attitude in harmony with the spirit and purpose of the school. Any organized, functioning group in society must operate with a system of rules if it is to function properly. An orderly, well-disciplined, environment is a great aid to learning and enables students to develop positive character traits.

The Biblical principles upon which these standards are based are found in the following passages: I Cor. 8:9,12-13; 9:27; 10:31-32; 11:15; 14:40; Eph. 4:5-6; Phil. 1:27; Col. 3:17; 1 Tim. 2:9; 1 Pet. 2:9; 3:3; Heb. 13:17.

CCS holds that the Bible is the infallible, divine Word of God, and that salvation by faith in Christ is the initial step in the Christian life. It is the responsibility of every Christian to grow into the image of Christ (Rom. 8:29), which is the work of the Holy Spirit (2 Cor. 3:18). This growth begins with salvation and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law and high law of love (Matt. 22:37-39; Rom. 13:8-10; Gal. 15:14). The Christian's goal is to live a life consecrated to God and separated from the world.

CCS is committed to providing an educational environment that is conducive to spiritual, mental, social, and physical growth, and to the developing Christ-likeness in young people who are at many different stages of maturity in their Christian lives. All activities of the Christian should bring glory to God who dwells in us (I Cor. 8:9, 12-13; 10:32). The sensitive Christian will endeavor to avoid practices that could de-sensitize him to the needs of the lost, and that could hinder his personal growth (I Cor. 9:27).

### **ELEMENTARY DISCIPLINE/DISCIPLESHP CODE** **(Grades K3-6)**

*PRESCHOOL - Please reference the Preschool Orientation package for additional information on this subject as it pertains to the preschool.*

### **ELEMENTARY H-O-W I A-C-T DISCIPLINE PLAN (K5-6): THE TALLY SYSTEM**

This system is designed to help students learn that they are responsible and accountable for their own behavior and to help them learn self-discipline. This system also positively reinforces good actions and good attitudes. In addition to the Elementary HOW I ACT discipline system, teachers may implement additional consequences for student behavior. Examples of additional consequences may include: Character Building Response writing assignments, loss of recess with communication with principal, removal from the group for a period of time, etc.

### **PURPOSES OF THE TALLY SYSTEM**

- A. To be a reminder of good conduct.** Colored tallies are kept in each elementary classroom as reminders of good conduct.
- B. To give consistency in discipline.** Acceptable conduct does not vary from class to class or from grade level to grade level. All students know exactly what is expected and acceptable behavior.
- C. To reinforce and reward good actions and attitudes.** Students are recognized and rewarded for initiating kind, helpful, and gracious acts.
- D. To report a student's behavior to parents.** To keep parents informed, a weekly tally report is sent to parents, in the student's Friday folder.

## **Positive Reinforcement**

### **Given for:**

- A. Lack of unacceptable colored tallies given that week
- B. Extra tokens may be given at the discretion of the teacher

### **Tokens: (Purple Tallies/Tickets/Cougar Bucks)**

- A. Given at respective grade levels
- B. Can be given out every day or on a weekly basis
- C. May be spent on a weekly basis in the classroom
- D. May be spent on a quarterly basis at the "Principal Store"

### **"Friday" Free Time:**

- A. Given by each classroom teacher
- B. Equivalent to lack of negative tallies given during that week
- C. If a student gets six or more tallies in a week, they forfeit ALL Friday free time.
- D. Students receiving a red or blue tally during the week forfeit ALL Friday free time.

## **Consequences**

- A. Children may serve a "time-out" in their own classroom or another supervised classroom with the agreement of that teacher.
- B. Green Tally – Work may be completed on the playground with teacher supervision. This is not inclusive of work not turned in due to excused absenteeism.
- C. Each tally reminder equals 5 minutes deducted from the "Friday Free Time."
- D. Character response forms or other makeup work that has not been completed may be assigned to those students who lose their "Friday Free Time."
- E. Principal visit may be prompted by the following behaviors:
  - Bullying
  - Fighting
  - Bodily harm to another student
  - Getting in someone's face
  - Direct intentional disobedience
  - Cheating
  - Lying
  - Stealing
  - Defacing property
  - Vulgar or unwholesome language
  - Verbal threats to a teacher or another student
  - Other actions determined by the teacher

In extreme situations, the school's personnel are authorized to use suspension or expulsion. CCS, in partnership with the home and the church, strives to build character in the lives of its students based on the principles found in God's Word. Such character qualities include but are not limited to respect, tolerance, forgiveness, self-control, compassion, and sensitivity. On a practical level this includes how we treat one another, how we respond to conflict, reconciliation, and forgiveness (Eph. 4:32, Matthew 18:15-22, Matthew 22:37-40, I Cor. 13:4-8, Galatians 5:22-23). Because we believe every student deserves a safe learning environment, CCS is committed to dealing with unacceptable behaviors in our school. The following bullying policy is based on Scriptural principles and current research on bullying.

## **HOW I ACT DISCIPLINE CODE**

A tally is a strip of colored construction paper. There are different colored tallies for different unacceptable behaviors.

### **Hullabaloo (yellow) vs. Having a Quiet Spirit**

For noises or actions which are disturbing and/or distracting to the class. Examples include unnecessary rattling of papers, screaming, and loud talking. etc.

### **Out of Order (orange) vs. Ordering My Life**



Examples include getting out of line, throwing things, passing notes, littering, eating at undesignated times and places, out of seat without permission, etc.

**Work Not In (green) vs. Working My Best**

For not completing or turning in homework, assignments, working on unrelated materials, being unprepared (books, paper, pencil, gym clothes, etc.) All assignments must be turned in when due, or grade points may be deducted.

**Intentional Disobedience (red) vs. Intentionally Being Honest and Respectful.**

Willful defiance or absolute refusal to obey a rule or direct command. It also applies to actions of a serious nature such as cheating, lying, fighting, or any action endangering another person or causing damage to facilities. Students will be dealt with immediately and appropriately; parents will be contacted promptly.

**Attitude Lacking (light blue) vs. Always Being Happy**

Facial expressions which show a defiant, sneering, haughty spirit, or uncooperative attitude, slamming doors, worldly conversation, insolence, negativism, sarcasm or similar expressions which do not express joy, peace, love, patience, or self-control.

**Courtesy Lacking (dark Blue) vs. Caring for Others**

Actions affecting staff, teachers and peers such as passing between two people and not excusing himself, rudeness, inconsiderate behavior, hitting, pushing, shoving, lack of manners and similar behaviors which do not express patience, kindness, goodness, faithfulness, or gentleness.

**Talking (pink) vs. Talking Only with Permission**

Disruptive or inconsiderate talking, talking without permission, or talking before being recognized.

## **CCS BULLYING POLICY**

**What is bullying?** Bullying involves repeated, systematic, deliberate, and specific attacks by individuals or by groups on others over time. Bullying occurs when a person hurts, frightens or intimidates another person on a continual and deliberate basis with the presence of a power differential. Bullying is NOT random acts of unkindness, aggression, intimidation, or single acts of nastiness.

### **What do bullying behaviors look like?**

**Direct Physical Bullying includes repeated:**

- Pattern of hitting, tripping, pushing, kicking, shoving, and inappropriate physical contact.

**Direct Verbal Bullying includes repeated:**

- Pattern of name-calling, put-downs, insults, sexual and racist remarks, intimidating, threatening, and verbal abuse.

**Indirect Bullying** – This type of bullying is designed to hurt someone's social reputation, and/or cause humiliation. Indirect bullying includes repeated:

- malicious manipulation of others to do things they don't want to do
- setting someone up to be bullied
- lying
- spreading rumors or hurtful gossip
- playing nasty jokes to embarrass or humiliate
- hurtful teasing or making fun of someone
- harassment
- hiding or destroying someone's belongings
- mimicking
- encouraging others to socially exclude others
- damaging someone's social reputation and social appearance
- sending notes, e-mail or text messages with bullying words or threats
- standing by and watching bullying behaviors
- stalking

### **What are some things you can do to help stop bullying?**

- Notify the parents of the bully to express your concerns and to follow the Matthew 18 Principle  
Matthew 18 Principle:
  1. Go to the party who offended you and/or that you have personal concerns with. (vs. 15 – “Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone.”)
  2. Desired results: “If he shall hear thee, thou has gained thy brother.” (vs. 15)
  3. If the party chooses not to listen to one’s concerns, then take one or two other witnesses and share your concerns. (vs. 16)
- Notify the teacher(s)
- Teach your child how to respond to conflict/confrontation.

In order for this or any policy to be effective, all interested parties must share responsibility in working towards a resolution. In the event that a bullying incident has been identified, action will be taken based on the MS/HS Discipline System and an Elementary Action Plan. Repeated bullying incidents may result in suspension or expulsion from CCS.

### **ELEMENTARY ACTION PLAN**

In order for this or any policy to be effective, all interested parties must share responsibility in working towards a resolution. In the event that a bullying incident has been identified based on the above definition, the following action plan will be implemented:

#### **FIRST OCCURRENCE:**

Student:

- 1) Tell your parents and your teacher.
- 2) With your teacher, confront the bully directly about his/her behavior and tell him/her to stop.

Teacher:

- 1) Help the student confront the bully.
- 2) Take the bully through the Steps to Reconciliation with the offended student.
- 3) Give the bully a courtesy lacking tally and have him/her complete a Character Building Response form.
- 4) Notify both sets of parents.
- 5) Notify the Principal.
- 6) Document the incident.

Parents:

- 1) Notify the bully’s parents of your concerns (Matthew 18 principle).

**NOTE:** If the teacher is not aware your child is being bullied, notify the teacher and the above steps will be implemented.

#### **SECOND OCCURRENCE:**

Student:

- 1) Tell your parents and your teacher.

Teacher:

- 1) Take the bully through the Steps to Reconciliation with the offended student.
- 2) Give the bully a red tally and have him/her complete a Character Building Response form.
- 3) Notify the principal.
- 4) Document the incident.

Principal:

- 1) Call both sets of parents.
- 2) Set up a conference with both sets of parents.
- 3) Require the bully to sign a behavioral contract promising not to bully others.
- 4) Document the meeting.

Parents:

- 1) Communicate concerns to principal at meeting.

### **THIRD OCCURRENCE:**

Student:

- 1) Tell your parents and your teacher.

Teacher:

- 1) Notify the Principal
- 2) Document the incident

Principal:

- 1) Contact the bully's parents.
- 2) Conference with the bully and his/her parents.
- 3) One day suspension for the student.

Further occurrences may result in an additional suspension or expulsion from CCS pending board approval.

### **SIXTH GRADERS GRADUATED CODE OF CONDUCT**

Sixth grade students will move to the MS/HS Code of Conduct during the second semester of the school year. This transition will be preempted with a meeting with 6<sup>th</sup> grade students, providing specific information on the **CCS Code of Conduct** being given at the August orientation and reiterated in a December parent communication. The MS/HS Code of Conduct can be reviewed in the Secondary Families section of the Parent/Student Handbook.

### **CCS PLAGIARISM POLICY**

Plagiarism is both a very serious breach of trust and illegal. In institutions of higher education, plagiarism is dealt with by removing a student from the class with a failing grade and possibly expulsion. It is a form of cheating and stealing. We take this matter very seriously at CCS. We want our students to do their own work. Plagiarism, as defined by Merriam-Webster, is "to use the words or ideas of another person as if they were your own words or ideas." Despite this simple definition, plagiarism takes many forms:

- Turning in a paper, you did not write.
- Directly copying a phrase or more of someone else's work without quoting or citing.
- Copying test answers from another student or from a book or internet source.
- Changing a few words in a copied sentence and taking credit for the sentence by not quoting or citing the source.

The above are more severe forms of plagiarism. These will not receive a passing grade and could result in a 1-Day suspension.

There are also more subtle forms of plagiarism, such as

- Citing incorrectly
- Paraphrasing without credit
- Not placing a reference after a quote

These subtle forms of plagiarism will be dealt with according to the teacher.

There are a number of online tools available to detect plagiarism. Some of the free sites are: "PlagScan", "PaperRater", and "Plagiarism-Detector". For a nominal fee, students can use "Turnitin". One of the best ways is to simply Google the phrase or sentence as a question.

### **SOCIAL MEDIA, VIDEOS, & UPLOADING POLICY**

Students are not to be posting to social media sites (Facebook, Twitter, Instagram, TikTok, etc.) during school hours. Because CCS strives to keep an upstanding reputation in the community, students will be held accountable for the posts and images they release to social media outlets concerning CCS, its faculty and administration and other students. This includes conduct and behavior outside of school that reflects poorly on accepted Christian Behavior. This type of behavior is subject to school probation or loss of enrollment.

## **CELL PHONES/ ELECTRONIC DEVICES**

To preserve the academic focus of the school day and to minimize the disruptions caused by electronics, all mobile devices should be either left at home or turned "**OFF AND AWAY**" during school hours, from 8:00 am to 3:10 pm. The "off" portion of this policy means the mobile device is either powered down or in "airplane mode" unable to receive calls, texts, or access social media via internet connection during school hours. The "away" portion of this policy means that mobile devices are to be stored away in a locker or backpack and not accessed during the school day – this includes lunch and break times. This policy applies to all electronic devices, cell phones, smart watches, earbuds, headphones, and portable game consoles. Smart watches that are being worn for time keeping must also be placed in airplane mode during the school day. Calls/text alerts from smart watches, or attempts to access texts, calls, or online media via a smart watch will constitute a violation of this policy.

Ongoing special circumstances should be communicated in writing by a parent/guardian to the Elementary OR MS/HS Administration for review and consideration. Unplanned, critical need calls or messages that arise during the school day may only be sent by the student in the presence of a front office staff member or administrator. Parents needing to communicate critical need messages should contact the school office.

Students who wish to carry cell phones during school hours must have a signed "Cell Phone Contract" on file in the main office.

Should a student be observed with a cell phone or other electronic device, the device will be confiscated and held (under lock and key) in the main office until the end of the school day. The following consequences will occur for Elementary and MS/HS cell phone infractions.

### **ELEMENTARY**

- 1st: Orange Tally and loss of 5 minutes of Friday Free Time
- 2nd: Dark Blue Tally, loss of Friday Free Time, Phone Call Home from Mrs. Taylor
- 3rd: Red Tally, loss of Friday Free Time, Visit to Mrs. Taylor and Parent Meeting with Mrs. Taylor

### **MIDDLE AND HIGH SCHOOL**

- 1st: 2 demerits
- 2<sup>nd</sup>: 2 demerits (4 demerits= Lunch detention)
- 3rd: 4 demerits (8 demerits= after school detention)
- 4<sup>th</sup>: 8 demerits

Please do not contact your student on their phone during the school day. If you need to get in contact with your student, please call the Main Office and we will make sure your message is passed along to them as soon as possible.

## **USE OF TECHNOLOGY DURING EXTENDED CHILD CARE**

Students needing to use their phones or computers during after school hours in ECC must check with the ECC Director for permission to call or text a parent during this time. If a student has homework to be completed on the computer during ECC, the student should be near the ECC Director while working on the computer. Students should not be on phones or computers playing games or watching videos.

## DRESS CODE

### DRESS CODE GUIDELINES

Calvary Christian School currently utilizes the Schoolbelles Company and Lands' End as our exclusive uniform providers. In addition to the approved Schoolbelles and Lands' End selections, spirit wear may also be purchased from the bookstore or Idlebrook Sports to be worn to school. Other clothing options will be covered throughout this section.

- Tennis shoes, casual shoes, or dress shoes may be worn to school. Elementary students may also wear "dress" style sandals, with a back strap, to school. House slippers, soccer slides, flip-flop style sandals, or overly casual sandals may NOT be worn to school.
- Only girls may wear earrings. Other body piercings are not acceptable.
- Clothing with logos, advertisements, or pictures associated with non-Christian values may not be worn to school. Decisions regarding clothing of this nature are at the discretion of the administration.
- Clothing, hairstyles, make-up, etc. that would identify with punk, rock, gothic, grunge, or other youth sub-cultures deemed inappropriate may not be worn. This is at the discretion of the administration.
- For the safety of the students and care of the CCS floors, students are not permitted to wear Heelys to school.

### UNIFORM DRESS CODE GUIDELINES

CCS requires elementary students to wear uniforms supplied by the Schoolbelles Company and/or Lands' End. Khaki pants may be purchased at other retailers as long as they adhere to the CCS dress code guidelines.

### NORMAL SCHOOL DAY

#### Preschool/K5 Dress Code

The CCS preschool/K5 children are to wear the uniforms supplied by the Schoolbelles Company and/or Land's End. Should the child be unable to acquire a uniform that would fit, due to lack of appropriate uniform size, the elementary principal or preschool director should be consulted before the beginning of the school year.

- The CCS preschool/K5 children are not required to wear belts with their pants, shorts or capris having belt loops.
- If preschool/K5 children are not able to tie their shoes, tennis shoes with Velcro should be worn.
- Accidents can happen to a preschooler. A change of clothing, including underwear and socks, is a necessity. (The change of clothing does not have to be a CCS school uniform.)

Uniform requirements for K-6<sup>th</sup> grade girls (please refer to Schoolbelles or Lands' End online for the specific CCS clothing choices):

- Girls may wear khaki jumpers or the red dress from Lands' End.
- Girls may wear khaki skirts or slacks.
- Skirts and jumpers must be no shorter than the top of the kneecap (front and back). This applies throughout the school year.
- Capri's, shorts, skorts, or pants. All shorts, skorts, skirts and jumpers must come to the top of the knee. These items may be purchased from Schoolbelles or Lands' End. Khaki pants may be purchased from other retailers.
- Red, white, gray or black knit polo must have the CCS logo.
- To ensure a modest appearance, appropriate underclothing must be worn and not be visible while standing or sitting.
- If leggings are worn, they must be worn with skirts, or jumpers, which must come to the top of the kneecaps.

Uniform requirements for K-6<sup>th</sup> grade boys (please refer to Schoolbelles and Lands' End online for the specific CCS clothing choices):

- Red, white, gray or black knit polos with logo.
- Pants, shorts and cargo shorts.

#### Uniform standards for all K-6<sup>th</sup> grade students:

- Traditional shirts must be tucked in at all times. Students may wear the elastic banded shirts that are designed to be worn untucked.
- Approved sweaters or pullovers may be worn. Students must wear a uniform shirt underneath.
- Spirit-wear may also be worn as outerwear. Spirit-wear is defined as CCS logo-wear (e.g., fleece wear) sold or approved by the administration. Students must wear a uniform shirt underneath outerwear. Outerwear worn during the school day (i.e. sweatshirts, sweaters, etc.) must have the approved CCS logo on it or be CCS approved
- Belts must be worn with pants, shorts, or Capri's having belt loops.
- T-shirts, turtlenecks, or other pullover style shirts worn under uniform shirts cannot have any writing or graphics that are visible (including through the uniform shirt).
- Jackets or non-uniform outerwear may not be worn to class.

#### **COUGAR FRIDAY**

Every Friday will be a Cougar Friday. On Cougar Friday, students may wear a t-shirt or hoodie related to a CCS activity. These items include CCS team shirts, CCS club shirts, CCS field trip or class trip shirts, CCS uniform shirts, etc.

- Uniform shirts with the CCS logo may also be worn on casual days.
- In addition to jeans, knee-length jean skirts, knee-length shorts and jean Capri's, **girls** in grades PreK-3<sup>rd</sup> may also wear leggings with CCS spirit wear t-shirts/sweatshirts or uniform shirts. Uniform shorts may also be worn on casual days. Athletic wear and nylon, spandex, sweat suit material, etc. may not be worn. Girls may not wear non-uniform, jumpers, dresses, or skorts.
- In addition to jeans and jean shorts, **boys** may wear any uniform selection bottoms. Shorts may be made of jean or khaki material and must be similar in length to the uniform shorts sold by Schoolbelles. Athletic wear and nylon, spandex, sweat suit material, etc. may not be worn.
- Jeans must be in good repair, having no holes, no torn or ragged hems, and no ragged edges are allowed. Jeans cannot be tight fitting and must be modest. Jeans or capris that are faded, torn, frayed, etc. may **NOT** be worn on casual day or a Cougar Friday. This includes those that are designed to look that way. This also includes jeans with holes but have material under the hole giving the appearance of torn jeans. Bibs and oversized jeans are not allowed.
- T-shirts may be worn untucked.
- All guidelines related to modesty must be followed.
- Casual days are considered a privilege. Students not adhering to the uniform, non-uniform, or casual day guidelines may lose the privilege of participating in future casual days.

#### **NON-UNIFORM DRESS CODE GUIDELINES**

While uniforms will be required on most school days, there will be days on which students are allowed to wear non-uniform clothing. Our goal on non-uniform days is to reflect modesty, neatness, and moderation. On non-uniform days that are not identified as a "Cougar Friday", the following dress code guidelines will apply:

#### All Students:

- Dress slacks/pants must be neat, clean in appearance, not torn or baggy, and not dragging the floor (no jeans).
- Shirts/tops must be neat, clean, and modest. Shirts may have a small, chest-type manufacturer's logo. T-shirts are not allowed.
- Clothing with logos, advertisements, or pictures associated with non-Christian values is not acceptable.
- Students attending school events (outside of school hours) must follow the principles of modesty and neatness. The guidelines listed for non-uniform or casual days must be followed.

### Girls:

- Clothing may not be tight fitting, cut too low, or be made of revealing fabrics.
- Tops must be long enough to prevent the midriff, back, or undergarments from showing. This applies to when a student is standing or sitting.
- Skirts/dresses must meet the same length requirements as Schoolbelles/Lands' End Uniform skirts.
- Girls in grades PreK-3<sup>rd</sup> **only** may wear pant-style leggings on Cougar Fridays with their spirit or uniform shirt.

### **HAIR GUIDELINES**

- Hair must remain one of the natural colors (i.e., brown, black, blonde, red).
- Attention drawing hairstyles are not acceptable. Unacceptable examples include styles that are highly spiked, tails, mullets, Mohawk, dreadlocks, punk, oversized natural cuts, etc.
- Hair must be neatly groomed. For boys, extreme hairstyles and accessories, including facial and ear piercings will be avoided. Hair should be neat and well groomed. Hair will be kept above the lower earlobe, off the collar and off the eyebrows. It will fit the general contour of the head. Sideburns must be no longer than the bottom of the earlobe and will be kept neatly trimmed. All questions about hairstyles and length will be referred to the school administrator. If action is deemed necessary, the student will be told exactly where they are outside the above-mentioned policy and what he must do to get within regulation. This will also be clearly communicated to the parents. The student will have two school days (the current day and the next) to get the stated corrections made to his hair. Any student returning on the third day outside said guidelines will be sent home until his hair conforms to the stated policy. These days will be treated as suspensions. Repeated offenses could result in immediate one-day suspensions. If you have a question about a hairstyle, please seek guidance from the administration.

### **OTHER DRESS CODE GUIDELINES**

In addition to school dress, there will be specific dress codes for other school-related activities. For many of these activities (e.g., banquets, music programs, etc.), the dress code will be given out prior to the activity.

Generally, our desire is to represent CCS in all we do – including our dress. When we attend after-school events, such as athletic events, our dress should be one that is modest, neat, and in moderation (the MNM principle). The general guidelines for Cougar Friday provide a good format for dress at these events.

As previously stated, decisions regarding clothing choices are, at times, very complex. Our goal is to provide direction and guidelines for our students, parents, and staff. Our desire is to “come along side” your family in their understanding of and adherence to these standards. Additionally, students are expected to be within these guidelines at all times. It will not be our policy to constantly remind students of dress code violations or the need for a haircut, trim, etc. Students not meeting the dress code requirements will be dealt with on an individual basis. As appropriate, discipline will be administered as outlined in this CCS Handbook.

# Calvary Christian School



## Secondary Families

### NOTICE OF NONDISCRIMINATION POLICY AS TO STUDENTS

Calvary Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.



## ACADEMICS

The curriculum and graduation requirements that have been established meet and exceed the KY requirements for graduation. All students are given challenging academic opportunities and are prepared for any college or university.

Middle & high school students will register for classes for the next school year during the summer. It is important that parents are actively involved in this process and are strongly encouraged to approve their child's schedule requests before submitting online.

### **SCHEDULE CHANGES AFTER THE ADD/DROP PERIOD**

At the beginning of the school year students are given 4 school days to drop and add classes. After these 4 days, no schedule changes will be permitted. Exceptions may occur if the following criteria is met:

- The student must truly be struggling (this cannot be due to a lack of effort on the student's part).
- The student must express his or her concern to the teacher and the administration.
- The student's parents must express their concern to the teacher and set up a time to discuss the student's difficulties.
- The student's issues should be discussed with the administration via the parents and/or the teacher.
- The teacher must recommend dismissal from class.
- The parents must recommend/approve dismissal from class.
- The student must also agree with the recommendation of dismissal from the class.
- After being presented with the issue, administration must give final approval.

If learning disabilities are officially documented and on file, they will be helpful in determining the decision. All involved must understand that if the course is a required class, that credit must be made up in an approved manner. CCS makes no guarantee of provision for the "making up" of this credit.

This policy will never be enacted to preserve a student's GPA.

### **COURSE FAILURE**

At the middle school level, we operate on a semester basis for credit to meet the requirements to move forward to the next grade level. If a 7<sup>th</sup> or 8<sup>th</sup> grade student fails a required core course for a *semester*, the student must make up that semester of the class through a credit make-up course approved by the administration.

At the high school level, we operate on a semester basis for credit to meet graduation requirements. This means a student must maintain a grade of 70 or higher for the semester in order to receive credit for the class. If a student fails a required core course for the *semester*, the student must make up that semester of the class through an accredited make-up course approved by the administration.

If a high school student fails an elective course for the semester, the student may need to make up the elective course, if the credit is needed to meet credit requirements for graduation. The make-up course would need to be approved by the administration.

Any middle or high school student needing to make-up a course should have the make-up course completed before the next school year begins. See the Academic Principal/Counselor for more information and guidelines for credit recovery.

### **CREDIT RECOVERY POLICY**

- The courses offered through the CCS Credit Recovery Program will be determined year to year, based on teacher availability.
- Teachers will have first priority to teach their own credit recovery course. If they are not available, the teacher of the course can recommend another qualified teacher.

- The cost of a credit recovery class at CCS will be \$300 per semester, (\$200 going to the teacher, and \$100 going to the school), and must be paid before the class begins.
- For a course to meet credit requirements, it must be approved by the CCS Administration through the CCS Credit Recovery Program.

### **Course Requirements**

1. Must be a minimum of 8 hours meeting with the student.
  - a. This time is for instruction/tutoring.
  - b. This time is not for the student to do homework.
  - c. Homework and other assignments are to be completed outside of and in addition to these 8 hours.
2. The length of the course is at the discretion of the teacher.
3. The course must cover the objectives for the semester in which the student failed.
4. Late work is unacceptable and will be given a 50% grade penalty.
5. If more than 3 assignments are turned in late, the student will not be able to finish the class for credit and the \$300 credit recovery fee per semester is nonrefundable.
6. A grading rubric needs to be used to determine the grade for the class.
7. The course must equal or exceed the academic rigor of the original class.
8. The course must be completed no later than the Friday before school begins in August.

### **TRANSFER CREDIT POLICY**

This policy applies to students in 9<sup>th</sup>-12<sup>th</sup> grade who:

- A. Take online or dual credit courses from any accredited source
- B. Are admitted to Calvary Christian School and transfer classes, grades and credits from a previous school

Calvary Christian School will accept grades from other sources as follows:

1. Calvary Christian School will accept all classes listed on an official transcript (beginning in 9<sup>th</sup> grade) or report card from the student's former school to apply to the CCS transcript.
2. The classes will be assessed according to the CCS requirements and state requirements and be applied appropriately as required or elective courses.
3. All NUMERIC grades will be transferred to the CCS GPA scale.
4. All LETTER grades will be given the top numeric value according to the CCS GPA scale.
5. This is regardless of whether a school sends their scale with the transcripts. We ALWAYS\* apply the grades (numeric or letter) to the CCS GPA scale.  
 \*The exception to this is for students who are transferring a grade earned prior to attending CCS who received credit for a class with a grade below a 70%. A grading scale from the previous school/institution must be submitted to be granted credit.
6. Honors and/or Advanced Placement courses must be clearly marked on the transcript in order for the weighted grade point value scale for these classes to be applied. If not clearly marked, the standard scale will be used.
7. If a student's transcript (from another school) reflects a Passing (P) grade for a class, but no numeric equivalent, CCS will grant the class a numeric grade of 85.

### **PE Credit**

Students who transfer to Calvary Christian School after their 9th grade year, may be granted the .5 credit for the required PE class through extracurricular athletic involvement. This allowance will be made under the following conditions:

- The student cannot fit another CCS PE class into their schedule before graduation
- The extracurricular athletic involvement must be:
  - A KHSAA approved sport
  - A Varsity level CCS sport
  - Participated for the entire season and was present for all practices and games (unless excused from either by the coach and CCS administration)

## Art and Technology Credit

The following classes will fulfill the KY class requirement for the Art and Technology credits:

### Art

- Art I
- Art II
- AP Art
- Band
- Introduction to Digital Media
- Percussion
- Performing Arts
- Photography and Yearbook

### Technology

- Technology Essentials
- Drafting I
- Drafting II
- Photography and Yearbook
- Introduction to Digital Media

\*Please Note: All of these classes may not be offered every year.

## DUAL CREDIT POLICY

Any classes taken at the college level for college credit may also be used for high school credit if it is from an accredited institution.

1. All Calvary Christian School required courses must be taken at CCS.
2. If a numeric average is not provided from the student's college grade report, the letter grade listed on the college official transcript or report card will be used. CCS's grade point value scale will be applied according to the letter grade.
3. Grades from college dual credit classes will be awarded weight according to the dual credit grading scale.

## DUAL CREDIT PROGRAM

This program provides CCS students opportunities to pursue college classes for high school and college credit, while also completing the required course work for high school graduation. The following guidelines are required for CCS administration to approve a student's participation in a Dual Credit Program:

1. Student must complete the Dual Credit Program Agreement and return to CCS with a copy of the college class registration.
2. Student must be in good academic and behavioral standing, and faithful in attendance. Student should have a minimum 3.0 GPA and needs to maintain a minimum 3.0 GPA at CCS, while taking external courses.
3. **All core courses (i.e. English, Bible, Science, etc.) must be taken at CCS.**
4. Participation in the program will not decrease the cost of CCS tuition.
5. An official transcript for any external coursework must be submitted to CCS upon completion of the course. This is required to receive credit at CCS for the college course.
6. Students taking a class on a college campus would be permitted, with the approval of the CCS administration, to take approved courses at area colleges/universities during blocks 3 (11:20–12:10) and 4 (12:45–1:35) or during block 5 (1:40–3:10), assuming all other conditions are being met. Students WILL NOT be permitted to leave before 11:15 am and MUST return by 1:40 pm (for a 3<sup>rd</sup>/4<sup>th</sup> block college class) on time and prepared for their 5<sup>th</sup> block class. For a class during 5<sup>th</sup> block, students may not leave until 4<sup>th</sup> block is over at 1:35 pm. Only 1 college class is allowed for each time period (3<sup>rd</sup> & 4<sup>th</sup> block OR 5<sup>th</sup> block).
7. The days a student does not attend their college class, the student should still leave the CCS campus during their class time, (using this time to prepare for the college class at the library, the college, etc.). To

be involved in a CCS class on the days the student is not at college, the student must have prior permission from the Academic Principal/Counselor and the Teacher of the class. They must follow the expectations for the class. There would be partial credit given for the class in this situation.

8. If a student chooses to take online classes during the school day, the student is required\* to stay at CCS, and will be given an Independent Study time to work on the online college class. \*Exceptions, under certain circumstances and approved by CCS administration, may be granted.
9. The student may change from the CCS uniform to attend their college class immediately before leaving CCS. Upon arrival back at CCS, the student must immediately change into their uniform *and be on time to their class*. If changing, the student must follow the CCS Handbook for Non-Uniform Dress Code Guidelines.
10. Students who are involved in extracurricular activities (i.e. clubs, sports, leadership positions, etc.) will be expected and required to meet the rules and regulations of the extracurricular program.
11. CCS administration has the right to cancel any agreement between the school and the student as deemed appropriate in the best interest of the school, the college/university, or the student.
12. Students and Parents/Guardians should understand that courses taken outside of CCS may not espouse a Biblical worldview and may be in complete opposition to Biblical truth.
13. Courses taken at a non-Christian college/university will require an assignment to be completed in the student's Bible class at some point during the semester.

## GRADUATION REQUIREMENTS & CLASS OPTIONS

Total Number of Credits Required for Graduation: 27
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### Language Arts – 4 credits\*

English 9 – Fundamentals of Literature  
English 10 – Elements of Literature  
English 11 – American Literature *OR* AP Literature *OR* AP Language Arts  
English 12 – British Literature *OR* AP Literature *OR* AP Language Arts

### Bible – 4 credits

Bible 9 – Visual Theology  
Bible 10 – Spiritual Disciplines  
Bible 11 – Understanding the Culture  
Bible 12 – Doctrine for Life and Godliness

### Social Studies – 3 credits

World History *OR* AP/DC European History  
U.S. History *OR* AP/DC U.S. History  
American Government and Economics *OR* AP/DC American Government & Economics

### Foreign Language – 2 credits (from the same language)

Spanish I *OR* French I  
Spanish II *OR* French II

### Technology – 1 credit

Technology Essentials *OR* Elective Technology Course – See page 4

### Math – 4 credits \*\*

Algebra I *OR* Honors Algebra I\*\*\*  
Geometry *OR* Honors Geometry  
Algebra II *OR* Honors Algebra II  
Honors Pre-Calculus  
Honors Calculus, Integrated Math, *OR* ACT Math

### Physical Education and Health – 1 credit

Physical Education (.5 credit)  
Health (.5 credit)

### Fine Arts Appreciation – 1 credit

See Page 4

### Science – 3 credits

Physical Science *OR* Honors Physical Science  
Biology *OR* Honors Biology  
Chemistry *OR* Honors Chemistry  
\*\*\*\* Honors Physics

\*Each year Lang. Arts includes vocabulary, grammar, writing, novels and literature; the literature emphasis is different each year.

\*\*Four credits of high school math required; all students are required to take Alg. I and II and Geometry.

\*\*\*Honors Algebra I is taken in 8<sup>th</sup> grade for (1) high school credit; students are still required to take four years of mathematics in each grade 9 – 12.

\*\*\*\*Honors physics may be taken in place of Physical Science or Chemistry, if needed for graduation requirements.

## **ELECTIVES – 4 Credits**

See current course description catalog for electives. Please note:

- a. Electives may change due to class demand and teacher availability.
- b. All AP classes may be considered for elective courses if an AP class is taken in addition to the required class.
- c. Students taking an AP course are required to take the AP exam, unless taking it as a dual credit course.

NOTE: Juniors and Seniors who maintain a minimum of a 3.0 GPA are permitted to take approved external college courses, either on site or online, which opens a large variety of elective options. Required courses must be taken at Calvary Christian School.

## **HONORS, AP, AND DUAL CREDIT COURSES**

Students who take Honors, AP, or Dual Credit Classes will receive college-approved accommodations, including extended time and access to quiet testing locations, tailored to their Student Assistance Plan (SAP) or Student Support Plan (SSP). Please note that curriculum modifications, such as reducing the number of questions, will not be provided.

To register for an Honors Science course, a student must have had a 'C' average in the previous year's Honors Science class or a 'B' average in the previous year's Regular Science course. Teachers will have final approval of who is in the class based on work ethic, test scores, etc.

## **GRADUATION**

In order to participate in the commencement exercises and receive your diploma and transcripts, all senior requirements must be met.

This encompasses, but is not limited to, the following:

- Completion of required academic credits
- Fulfillment of discipline responsibilities
- Full payment of tuition and fees
- Completion of required service hours, including Elementary Fun Day supervision

## **REPORT CARDS**

Report cards are posted on FACTS at the end of each quarter. Our intent is to inform parents of their child's educational growth in school. If a teacher feels there is cause for concern over a student's lack of progress, he/she may request a parent conference any time during the grading period. Parents are encouraged to contact a teacher with any questions.

## CCS GRADE POINT VALUE SCALE

The grading scale is designed to reward those students who work hard and are diligent in their studies. It also recognizes those who take Honors or AP classes. Much time and effort was put into creating a fair and equitable grading system.

GRADE	NUMERIC VALUE	REGULAR CLASSES	HONORS CLASSES	AP/DC CLASSES
A+	99-100	4.33	5.33	5.5
A	96-98	4.0	5.0	5.2
A-	94-95	3.67	4.67	4.9
B+	92-93	3.33	4.33	4.5
B	88-91	3.0	4.0	4.2
B-	86-87	2.67	3.67	3.9
C+	83-85	2.33	3.33	3.5
C	79-82	2.0	3.0	3.2
C-	76-78	1.67	2.67	2.9
D+	74-75	1.33	2.33	2.5
D	72-73	1.0	2.0	2.2
D-	70-71	.67	1.67	1.9
F	69 & BELOW	0	0	0

## HONOR ROLL

There are two honor rolls:

1. First Honor Roll = 3.95 GPA or higher
2. Second Honor Roll = 3.55 – 3.9499 GPA

Yearly GPA is listed on the report card.

## GRADUATING WITH HONORS REQUIREMENTS

Calvary Christian School will recognize three honor awards bestowed at graduation, based on Latin Honors.

There are three Latin titles: Cum Laude, Magna Cum Laude and Summa Cum Laude.

**Summa Cum Laude** - meaning “with highest honor”. Students need to meet the following requirements to receive Summa Cum Laude:

1. A cumulative GPA of 4.0 or higher.
2. Must have taken Honors Pre-Calculus and Honors Calculus.
3. Must have taken at least two Honors Science classes, including Honors Chemistry.
4. Must have taken at least three Dual Credit &/or AP classes in two different disciplines.

These students will be distinguished with a gold cord at graduation.

**Magna Cum Laude** – meaning “with great distinction”. Students need to meet the following requirements to receive Magna Cum Laude:

1. A cumulative GPA of 3.8 – 3.999.
2. Must have taken Honors Pre-Calculus.
3. Must have taken one Honors Science class.
4. Must have taken at least two Dual Credit &/or AP classes in two different disciplines.

These students will be distinguished with a red cord at graduation.

**Cum Laude** – meaning “with distinction”. Students need to meet the following requirements to receive Cum Laude:

1. A cumulative GPA of 3.6 – 3.799.

These students will be distinguished with a white cord at graduation.

Valedictorian and Salutatorian will be recognized, based on the highest two GPA's to three decimal points, respectively. To qualify for Valedictorian &/or Salutatorian students must also meet the following requirements:

1. Be a student at CCS for both junior and senior years, in their entirety.
2. Complete Honors Pre-Calculus and Honors Calculus.
3. Must have taken at least two Honors Science classes, including Honors Chemistry.
4. Must have taken at least three Dual Credit &/or AP classes in two different disciplines.
5. Must have a minimum of 30 credit hours.
6. Must not have had any major discipline issues.

## **HOMEWORK**

Homework is an important part of the educational process.

It is expected that homework will be completed by the due date. Incomplete or partial work may not be accepted, and failure to turn in homework may result in grade penalties.

Homework should be individual work, not to be shared, unless so specified by the teacher. Sharing homework is considered cheating, and is considered a violation of the code of conduct.

## **LATE WORK**

Students are expected to turn their work in on time. It is strongly encouraged that you read each teacher's syllabus so that you are aware of the consequences of late work. Any work or test missed on an unexcused absence will be made up and subject to the teacher's late work policy.

The following is the minimum late policy that all middle and high school teachers must consistently follow for all classes. Teachers may modify this to a stricter policy for their individual classes, but this is the minimum that will be consistently adhered to.

- 10% per day for five (5) calendar days.
- Between days six (6) and ten (10), the grade would stay at 50%.
- At day eleven (11) the late work is not accepted and will receive a zero (0) grade.
- For Honors, AP, and Dual Credit courses, at “calendar” day six (6) the grade becomes a zero (0).
- This does not include Intervention Students with accommodations for extra time.
- This does not include days students have missed due to illness.

## **EARLY DISMISSAL/ LATE ARRIVAL HOMEWORK AND TEST POLICY**

Students who arrive late or leave early during a school day are responsible for any homework due during that school day even if they miss the class on that day.

If a student misses a test during a class, but then comes in later in the day, the student needs to take the test sometime during that school day.

If a student leaves before a test is given in a block, the student either needs to take the test before they leave, or they need to take it the first day they return to school (not the next class day).

A student is responsible for obtaining all notes, handouts, etc. for any class they miss when arriving late or leaving early and is responsible for that material on the next class day.



## **MAKE-UP WORK**

Students are responsible for obtaining assignments and accomplishing the required make-up work for all absences. Students who miss school, and have an excused absence, will have the equal amount of class days missed to turn in missed work. They will be expected to collect all missed work from all classes (both A and B days) on their first day back to school. For example: A student misses Tuesday and Wednesday due to illness, student returns on Thursday and collects ALL assignments (A and B days). All work is due on Monday. Student has Thursday and Friday to complete assignments. If a student is absent for reasons other than illness (ex. family vacations, etc.), work provided in advance will be at the discretion of the teacher and is due immediately upon return to school.

Any club officers or students (i.e., Student Council, Ambassadors, NHS, NJHS, BETA Club, etc.) who miss class due to serving their school are required to abide by this policy regarding class work, tests, quizzes, etc.

- Homework already assigned would be due the next CALENDAR day, unless the student is at school. If a student is at school any time during the day, they must turn in their homework to the teacher the day the work is due.
- Homework assigned during a class they miss while serving, should be picked up before the day they will miss OR the next CALENDAR day and due on the assigned due date.
- Planned Tests or Quizzes should be taken the day prior to serving OR the day of serving. Unless other arrangements are made (teacher approved) prior to the day of service. If this cannot be worked out then they should not serve and be in class for the test/quiz.

Eligibility for Extracurricular participation (ex. Chapel Band, Clubs, and Organization activities, etc.) will follow the athletic eligibility requirements in the athletic section.

## **HIGH SCHOOL SEMESTER EXAM EXEMPTION POLICY**

All Middle and High school students are required to take a final examination at the end of each semester in the core subjects of Mathematics, Science, Language Arts and History/Social Studies (not including electives) in order to accurately assess the learning objectives that were taught during that semester. To exempt an exam a student must meet all of the following requirements.

1. To prepare for exams, grades will be checked one week before the end of the semester. At that time, a student must have a 94 average in the class to be exempt. Please note that grades could change after this check.
2. Meet benchmark on standardized testing (CERT)
3. Have a satisfactory attendance record. Accumulating two or more unexcused absences or five or more unexcused tardies in the class will result in the loss of exemption for that particular class.
4. Student's disciplinary record will be lacking major infractions. Demerits will determine ability to exempt:  
8 demerits = loss of exemption  
12 demerits = loss of 2 exemptions  
16 demerits = loss of 3 exemptions  
20 demerits = loss of all exemptions

The exemption of exams is a privilege. The following are special notes about exemptions:

1. Students who exempt a class exam are required to attend and participate in all class and review sessions leading up to the exam. Failure to do so will result in loss of exemption.
2. The student's grade in the exempted class will become the final grade on record and will be used to figure GPA, due to no exam being taken.
3. Student will be excused from school during the time of a scheduled exam they have exempted.
4. Dual Credit and AP courses do not qualify for exemptions. These courses will have their own final exams.
5. Students who are exempt may choose to take an exam to raise their final grade. Taking the exam will not negatively impact a student's grade.

## CCS CODE OF CONDUCT

The ultimate purpose of the Calvary Christian School Code of Conduct is not just to discipline, but to disciple. The success of any Code of Conduct is contingent upon consistency and cooperation between students, faculty, administration and parents. The administration, in an effort to disciple students, reserves the right to adjust discipline.

### Level 1 thru 4 Offenses:

- All written warnings and referrals will be turned into administration. Teachers will then contact parents.
- Administration will assign the required discipline.
- When the detention level is reached, administration will assign the detention and contact the parents. It will be the parents' responsibility to ensure that their child attends their scheduled detention.
- Lunch Detentions will be served on Tuesdays and Thursdays, monitored by CCS faculty. Students will eat lunch in a quiet, predetermined location.
- After-school detentions will be served on Tuesdays and Thursdays from 3:30 to 4:15 and staffed by the Middle and High School faculty.
- For level 1 offenses only, demerits will begin to accrue after 1 written warning has been issued. For level 2 and above, demerits will accrue with no written warning needed.

### Levels of Discipline

4 demerits = lunch detention

8 demerits = detention

32 demerits = suspension

3 suspensions = expulsion

Offense – Level 1 – 2 demerits
Level 1 - Minor Offenses
Talking Without Permission/Disrupting Class
Locker Violations
Pass Violations
Hair Violations
Unexcused Tardiness to Class
Throwing Food, Pencils, Paper wads, etc.
Dress Code Violation
Unprepared for Gym class
Not following teacher instructions
Talking during a test or quiz
Littering/Leaving a Mess
Going to Vehicle Without Permission
Sleeping in Class or Chapel
Not Signing In or Out of School
Misbehaving in a Class or Chapel
Disregarding Safety Rules or Instructions
Talking back to a Teacher
Missing Lunch Duty
Parking Violations – No Parking Sticker
Unauthorized use of cell phone/Chromebook
Unprepared for Class

<b>Level 1 - Major Offenses – 4 demerits</b>
Unauthorized use of cell phone/Chromebook – 2 <sup>nd</sup> offense
Repeated Dress Code Infraction
Taking Another Person's Property Without Permission
Leaving Class Without Permission/Not Returning to Class on-time
Public Displays of Affection – Minor
Horseplay, language not deemed appropriate
Repeated Facial Hair Violation
Repeatedly Disrupting class
Talking/Being disruptive during school program
Belittling another student or faculty
<b>Offense – Level 2 – 8 Demerits per Offense*</b>
Inappropriate speech
Displays of Disrespect
Direct Disobedience
Belittling a student or Authority Figure – 2 <sup>nd</sup> Offense
Being in an Unauthorized Area of the School
Missing a Required Detention for Other Than Illness
Misbehavior on a Class Trip
Pushing, shoving, hitting, tripping, or kicking another student
Displaying Obscene or Ungodly Lyrics, Symbols, Pictures, etc.
Repeated Unauthorized Use of Cellphones/Chromebooks.
Lying/deceitful actions/withholding information when asked directly
Abusing, Mishandling or Damaging School Property
Misbehaving when substitute teacher is in charge
Driving Violation
Cheating, Plagiarism - Minor
Abusing, Mishandling or Damaging Another Person's Property
<b>Offense – Level 3 (See Suspension details in Suspension Section)</b>
Cheating/Plagiarism (Major, as determined by Admin.)
Skipping School/Leaving School without Permission
Attempted Theft
Loss of Control/Temper with Authority
Vulgarity/Profanity – spoken or written
Skipping Class (completely)
Fighting or Instigating a Fight (physical or verbal)
Public Displays of Affection – Major
Unauthorized Possession of School Keys
Unnecessary Pulling of a Fire Alarm
Unauthorized Handling of a Fire Extinguisher
Deliberate actions to humiliate another student or faculty member Bullying – verbal or physical

<b>Offense – Level 4</b>
Placing Others' Lives at Risk
Violent Behavior
Theft
Sexual Activity (including declaration of homosexuality)
Possession of pornography
Involvement in Occult Practices
Possession of Weapons, drugs, tobacco, or alcohol
Vandalism (on or off campus) will be reported to Law Enforcement Officials (KRS 158.155)
Illegal/Criminal Activity will be reported to Law Enforcement Officials (KRS 158.155)
Threatening a Teacher or Student with Harm

## **KRS 158.155 – Denote Public and Private Schools – Reporting Requirement**

### **CCS CHEATING POLICY**

Cheating includes but is not limited to using unapproved devices, unapproved notes, smartphone apps, or other student's work. Additionally, cheating is also working on an assignment as a group when the teacher intended it as individual work. Any student caught cheating on any assignment or assessment will be given a referral by the teacher. The assignment or assessment must be immediately redone and will be subject to the late policy for grading in that class. Depending on the circumstances of the infraction, the appropriate consequence will be given (detention or suspension). This includes NTI assignments and assessments as well.

### **CCS PLAGIARISM POLICY**

Plagiarism, is to use the words or ideas of another person as if they were your own words or ideas, and may include the following:

- Turning in a paper you did not write
- Directly copying a phrase or more of someone else's work without quoting or citing
- Copying test answers from another student or from a book or internet source
- Changing a few words in a copied sentence and taking credit for the sentence by not quoting or citing the source
- Using any form of Artificial Intelligence
- Paraphrasing without credit
- Not placing a reference after a quote

Any student caught plagiarizing on any assignment or assessment will be given a referral by the teacher. The assignment or assessment must be immediately redone and will be subject to the late policy for grading in that class. Depending on the circumstances of the infraction, the appropriate consequence will be given (detention or suspension). This includes NTI assignments and assessments as well.

### **CCS BULLYING POLICY**

Bullying is defined as any intentional, repeated, and harmful behavior, whether physical, verbal, emotional, or cyber, that is directed at an individual or group. This behavior creates a hostile environment by inflicting physical pain, emotional distress, or social embarrassment. It is important to note that for an incident to be classified as bullying, it must be documented, indicating that there is a recorded history of such behavior, which shows a pattern of conduct rather than isolated incidents.

#### **Types of Bullying**

1. **Physical Bullying:** Includes hitting, kicking, pushing, or any form of physical aggression.
2. **Verbal Bullying:** Involves name-calling, teasing, threatening, or making derogatory remarks.
3. **Emotional Bullying:** Includes spreading rumors, excluding individuals from groups, or any actions that harm someone's self-esteem or social status.

4. **Cyberbullying:** The use of digital platforms to harass, threaten, or demean someone. This includes social media, text messages, emails, and other online tools.

Steps to take if you suspect bullying:

1. Notify the parents to express your concerns and follow the Matthew 18 Principle.
2. Notify the teacher(s) to document the situation.
3. Complete Bullying Incident Report form found in the office.

### **HALLWAY PASS**

When a student is out of class, he/she must be in possession of a hall pass. It is the student's responsibility to ensure they have a hall pass.

### **LOCKER GUIDELINES**

Student lockers are to be locked at all times. Student lockers should contain all schoolbooks, book bags, lunches, and other personal property. Students are expected to take care of their lockers and the contents inside. Students are permitted to assemble shelves or other means of organization. Students are expected to display appropriate materials and pictures. Failure to do so will result in disciplinary action. The CCS Administration reserves the right to perform random locker searches as necessary.

### **PROBATION**

The purpose of probation is to provide an opportunity for a student to correct problem behaviors. Two (2) types of probation may be administered:

- Academic probation
- Attitude/behavior probation

Problem behaviors will be clearly communicated to both the student and his or her parents. Specific guidelines for improvement will be presented in writing. In addition to the above, a student's school/extra-curricular activities may be limited as well.

### **RE-ENROLLMENT HOLDS**

In the event that a student is placed on probation or has begun to exhibit a pattern of inappropriate behavior during the third or fourth quarter, the student's re-enrollment for the following year may be in jeopardy. If the student demonstrates a real desire to return by making significant progress in the attitude/behavior or academic areas, a contract/re-enrollment for the following year will be sent out at the end of the current year. Otherwise, without sufficient evidence of progress, the student will not be allowed to return to CCS.

### **SUSPENSIONS**

Students who are suspended for any reason should realize they are one step away from expulsion. All suspensions will be served in school unless administration deems it necessary for a student to serve their suspension at home. Students are responsible for any assignments/tests/quizzes missed while serving their suspension and must complete them in a time frame set forth by their teachers. The length of a suspension will be determined at the discretion of the administration.

A suspension may result in losing the privilege to occupy a student council office or membership in the National Honor Society.

### **EXPULSION/WITHDRAWAL**

As a final aspect of discipline, students may face the possibility of being asked to withdraw or may be expelled from CCS. Should a student be suspended twice, he/she may be expelled from CCS (see levels of discipline chart).

## **CELL PHONES/ ELECTRONIC DEVICES**

To preserve the academic focus of the school day and to minimize the disruptions caused by electronics, all mobile devices should be either left at home or turned "**OFF AND AWAY**" during school hours, from 8:00 am to 3:10 pm. The "off" portion of this policy means the mobile device is either powered down or in "airplane mode" unable to receive calls, texts, or access social media via internet connection during school hours. The "away" portion of this policy means that mobile devices are to be stored away in a locker or backpack and not accessed during the school day – this includes lunch and break times. This policy applies to all electronic devices, cell phones, smart watches, earbuds, headphones, and portable game consoles. Smart watches that are being worn for time keeping must also be placed in airplane mode during the school day. Calls/text alerts from smart watches, or attempts to access texts, calls, or online media via a smart watch will constitute a violation of this policy.

Ongoing special circumstances should be communicated in writing by a parent/guardian to the Elementary OR MS/HS Administration for review and consideration. Unplanned, critical need calls or messages that arise during the school day may only be sent by the student in the presence of a front office staff member or administrator. Parents needing to communicate critical need messages should contact the school office. Students who wish to carry cell phones during school hours must have a signed "Cell Phone Contract" on file in the main office.

Should a student be observed with a cell phone or other electronic device, the device will be confiscated and held (under lock and key) in the main office until the end of the school day. The following consequences will occur for Elementary and MS/HS cell phone infractions.

### **ELEMENTARY**

- 1st: Orange Tally and loss of 5 minutes of Friday Free Time
- 2nd: Dark Blue Tally, loss of Friday Free Time, Phone Call Home from Mrs. Taylor
- 3rd: Red Tally, loss of Friday Free Time, Visit to Mrs. Taylor and Parent Meeting with Mrs. Taylor

### **MIDDLE AND HIGH SCHOOL**

- 1st: 2 demerits
- 2nd: 2 demerits (4 demerits= Lunch detention)
- 3rd: 4 demerits (8 demerits= after school detention)
- 4th: 8 demerits

Please do not contact your student on their phone during the school day. If you need to get in contact with your student, please call the Main Office and we will make sure your message is passed along to them as soon as possible.

## **SKIPPING SCHOOL**

CCS does not endorse skip days of any kind, for any students. However, students who choose to participate in planned events, such as Senior Skip Day, will have the school year extended in order to make up the missed and required class time.

## **MISSING MS/HS SPECIAL EVENT DAYS**

Failure to attend special events in middle or high school (such as retreats, field trips, class trips, field day, etc.) may require completion of makeup assignments or attendance on designated makeup days as determined by the administration.

## **DAMAGE TO PROPERTY**

Any time property is damaged, willfully or accidentally, the student will be expected to fix it, clean it, or replace it at the family's expense. Items already in a deteriorating state must be replaced at a fraction of their current value determined by the maintenance staff and administration.

## **DESS CODE**

### **DESS CODE GUIDELINES**

Calvary Christian School currently utilizes the Schoolbelles Company and Lands' End as our exclusive dress code providers. In addition to the approved Schoolbelles and Lands' End selections, spirit wear may also be purchased from the bookstore or other approved vendors.

General guidelines:

- Tennis shoes, casual shoes, or dress shoes may be worn to school. MS/HS girls may also wear "dress" style sandals to school. House slippers, soccer slides, flip-flop style sandals, or overly casual sandals may NOT be worn to school with regular dress code.
- See the CCS Tattoos and Piercings policy for further information regarding tattoos and piercings.
- Clothing with logos, advertisements, or pictures associated with non-Christian values may not be worn to school. Decisions regarding clothing of this nature are at the discretion of the administration.
- Clothing, hairstyles, make-up, etc. that would identify with gothic, grunge, or other youth sub-cultures deemed inappropriate may not be worn. This is at the discretion of the administration.
- Hats should not be worn in the building.

### **NORMAL SCHOOL DAY**

Dress code requirements for 7<sup>th</sup>-12<sup>th</sup> grade girls:

- Skirts should come completely to the knee. This applies throughout the school year.
- Capri's, shorts, or pants of khaki color. All shorts should come near the knee.
- Girls may wear leggings under their skirts and they must be solid grey, black or navy. Girls may not wear striped, patterned or any other solid-colored leggings. Leggings must not contain sheer panels. Fishnet stockings and similar type stockings are not allowed with normal dress code nor with Cougar Friday dress or any other casual day.
- Red, white, gray or black knit shirt with CCS logo from Schoolbelles or Lands' End.
- To ensure a modest appearance, appropriate underclothing must be worn and not be visible while standing or sitting.

Dress code requirements for 7<sup>th</sup>-12<sup>th</sup> grade boys:

- Red, white, gray or black knit shirt with CCS logo from Schoolbelles or Lands' End.
- Pants, cargo pants, shorts and cargo shorts of khaki color. All shorts should come near the knee.

Dress code standards for all 7<sup>th</sup>-12<sup>th</sup> grade students:

- Approved sweaters or pullovers may be worn. Students must wear a dress code shirt underneath if the approved outerwear is removed.
- Spirit-wear may also be worn as outerwear. Spirit-wear is defined as CCS logo-wear (e.g., jackets, hoodies, fleece wear, etc.) sold or approved by the administration. Students should wear a dress code shirt underneath spirit-wear if the approved outerwear is removed.
- Exposed belt-loops must have a belt.
- T-shirts, turtlenecks, or other pullover style shirts worn under dress code shirts cannot have any writing or graphics that are visible (including through the dress code shirt).
- Jackets or non-dress code outerwear may not be worn during the school day.

### **COUGAR FRIDAY**

Every Friday will be a Cougar Friday. On Cougar Friday, students may wear a t-shirt or hoodie related to a CCS activity. These items include CCS team shirts, CCS club shirts, CCS field trip or class trip shirts, CCS dress code shirts, etc.

- Dress code shirts with the CCS logo may also be worn on Cougar Fridays.
- In addition to jeans and jean Capris, girls may wear any dress code selection bottom. Dress code shorts may also be worn on Cougar Fridays. Athletic wear and nylon, spandex, sweat suit material, etc. may not be worn. Girls may not wear non-dress code skirts, jumpers, dresses, or skorts, with the exception of maxi skirts.

- In addition to jeans and shorts, boys may wear any dress code selection bottom. Shorts may be made of khaki material and must be similar in length to the dress code shorts sold by Schoolbelles. Athletic wear and nylon, spandex, sweat suit material, jean shorts, etc. may not be worn.
- Jeans must be in good repair, having no holes, no torn or ragged hems, and no ragged edges. Jeans cannot be tight fitting and must be modest. Overly faded or oversized jeans are not allowed. Jean Capris are acceptable for girls.
- All guidelines related to modesty must be followed.
- Cougar Fridays are considered a privilege. Students not adhering to the dress code, non-dress code, or Cougar Friday guidelines may lose the privilege of participating in future Cougar Fridays.
- Shirts or outerwear from church events or church student ministries are not allowed as spirit wear.
- Spirit wear shirts or outerwear must be purchased from a CCS approved vendor. Spirit wear that is homemade or purchased from a place other than an approved vendor, must be approved by CCS administration before it is allowed to be worn on Cougar Fridays.

### **COGRO WEDNESDAY**

Every Wednesday students are allowed and encouraged to wear shirts that represent their CoGro.

- CoGro shirts worn by a student must be from their current CoGro and not from a former CoGro, another CoGro different from their current CoGro, a sibling's former CoGro, a former classmate's former CoGro, etc.
- Shirts other than dress code shirts worn on Wednesdays must be CoGro shirts and not any other spirit wear. Athletic shirts, Club shirts, event shirts, etc. may not be worn on Wednesdays. Only dress code shirts or CoGro shirts are allowed.

Each year, most MS/HS CoGros order a t-shirt or sweatshirt for their CoGro. All CoGro shirts must meet the following guidelines and be approved by all MS/HS principals.

Requirements for CoGro Shirts:

- Shirt color must be red, gold or yellow, gray, or white.
- All print and pictures must be red, gold or yellow, white, black or gray
- All photographs on shirts must be printed in black and white
- MUST be on the CoGro Shirt:
  - Calvary Christian School or CCS or Official CCS Crest or Official CCS Cougar Head
  - Teacher's name, including title (Miss, Mrs., Mr.)
  - Red or Gold/Yellow must be on the shirt

### **NON-DRESS CODE DRESS CODE GUIDELINES**

While dress codes will be required on most school days, there will be days on which students are allowed to wear non-dress code clothing. Our goal on non-dress code days is to reflect modesty, neatness, and moderation. On non-dress code days that are not identified as a "Cougar Friday", the following dress code guidelines will apply:

All Students:

- Dress Slacks/pants must be neat, clean in appearance, not torn or unreasonably tight or baggy, and not dragging the floor (no sweatpants, leggings, any athletic wear, etc.). Only dress code shorts are allowed for boys or girls.
- Shirts/tops must be neat, clean, and modest. Shirts may have a small, chest-type manufacturer's logo.
- Clothing with logos, advertisements, or pictures associated with non-Christian values is not acceptable.
- Students attending school events (outside of school hours, which includes Play Week) must follow the principles of modesty and neatness. The guidelines listed above for non-dress code or casual days must be followed.
- Clothing may not be tight fitting, cut too low, or be made of revealing fabrics.
- Shirts must be long enough to prevent the midriff, back, or undergarments from showing. This applies to when a student is standing or sitting.
- Girl's skirts/dresses must come ALL the way to the knee.



## **GYM CLASS**

Students are required to wear a CCS shirt and athletic shorts or pants. All athletic shorts should come near the knee.

## **FORMAL DRESS**

Formal Dress applies to Sports Game Days, Sports or Academic Meet Days or other days that "Formal Dress" has been approved:

Girls:

- a. Dress slacks – no jeans or khakis
- b. Maxi skirts or Maxi dresses
- c. All tops must meet CCS guidelines – see Non-Dress Code Dress Code Guidelines

Guys:

- a. Dress slacks - no jeans or khakis
- b. Dress shirt - button down, collared dress shirt
- c. Tie
- d. Jacket – optional

For dress requirements for picture day, see the picture day dress guidelines in the general section.

## **BANQUET DRESS GUIDELINES**

All students attending any CCS banquet are expected to adhere to the following dress guidelines. This also applies to any person attending a CCS banquet with a CCS student. Please see the Academic principal/Guidance Counselor for questions/approval.

ALL YOUNG MEN are expected to wear a jacket and tie, a jacket and band-collar shirt, or a tuxedo, as is appropriate for formal or semi-formal events. Long pants are expected; jeans and other casual wear are not appropriate. (Either jacket or tie is required for Homecoming; both are required for Prom.)

ALL YOUNG LADIES are permitted to wear dressy pantsuits or dresses that meet the following criteria:

1. Neckline may not reveal any cleavage or any part of the cleavage area. This includes the underarm all the way across to the other underarm (cannot cut in at the arms to expose any breast area).
2. The back of the dress should not be lower than the highest part of the waist, as interpreted by the Academic Principal/Guidance Counselor. Also, it should completely cover the sides of the body and not expose any part of the breast area or rib cage.
3. The hem of the dress must come all the way to the kneecap; the dress, all the way to the hem, must not be see-through.
4. Slits should be no higher than the top of the knee when standing up straight.
5. Any part of the body of the dress, including the straps of the dress, may not be see-through, whether transparent, translucent, or clear. The dress must have at least one solid material strap – no strapless dresses are permitted. There should be solid material covering all cleavage through the top of the knee.
6. There may be no cutout sections in the body of the dress.
7. The dress should fit comfortably; it should not be too tight (no undergarments should be able to be seen through the dress and the dress should not "ride up" as you walk).

For THEMED EVENTS, students may dress in appropriately themed attire, but all clothing must be within the above CCS Dress Guidelines. If you choose not to "theme dress", follow guidelines above for attire.

The CCS administration reserves the right to make final decisions on the appropriateness of attire. It is always appropriate and highly recommended to bring in your attire for pre-approval to avoid disciplinary action.

If you are taking someone that does not attend CCS, you **MUST** get a *Banquet Guest Attendance* form from the office for your guest to have filled out by his/her school principal. They will not be able to attend our event unless the form is turned in to CCS one week prior to each event.

Disciplinary action for dress code violations for all banquets will be at the discretion of the administration.

## **HAIR GUIDELINES**

- Hair must remain one of the natural colors (i.e., brown, black, blonde, red).
- Attention drawing hairstyles are not acceptable. Unacceptable examples include styles that are highly spiked, tails, mullets, mohawk, dreadlocks, punk, oversized natural cuts, man-buns, etc.
- Male students should be clean-shaven.
- Hair must be neatly groomed. The following will apply for boys:
  - Extreme hairstyles and accessories, including facial and ear piercings will be avoided. With hair styles where the top is longer and the sides are short or shaved, the top portion should be kept out of the face at all times with some type of hair gel or other hair product. There should not be distinct lines in the style (military cuts are acceptable.)
  - Hair will be kept off the collar and out of eyes.
  - Hair should not come past the nose when pulled down in the front. It also needs to be kept above the lower earlobe, both in front of the ear and when tucked behind the ear. It will fit the general contour of the head.
  - Sideburns must be no longer than the bottom of the earlobe and will be kept neatly trimmed.
  - All questions about hairstyles and length will be referred to the Administration.

If action is deemed necessary, the student will be told exactly where they are outside the above-mentioned policy and what they must do to get within regulation. This will also be clearly communicated to the parents. The student will have up to one week to get the stated corrections made to their hair. Any student not meeting said guidelines will be subject to demerits and appropriate consequences. Repeated offenses could result in immediate one-day suspensions. If you have a question about a hairstyle, please seek guidance from the administration.

## **CCS TATTOO & PIERCINGS POLICY**

The application of permanent tattoos is discouraged for CCS students. Should a student get a tattoo, visibility of the tattoo is discouraged while in CCS dress code. Tattoos on the face and neck are not allowed. Tattoos with profanity, sexual content, racial content or other offensive material are not allowed, as determined by the CCS administration. The CCS administration reserves the right to have a student keep their tattoo covered at all times. Student tattoos will be handled by the administration on a case-by-case basis. Students are encouraged to speak with the administration about their desired tattoo prior to getting it, regarding its exposure while in CCS dress code. No student, even those 18 or over or those with parental permission, may get a tattoo on a school trip.

It is our aim to promote a professional appearance for our staff and our students. Therefore, the following guidelines are in place regarding piercings:

- Piercings are allowed in female's ears.
- Small nose piercings in females may be allowed at the discretion of administration.
- If piercings are in other places, they may need to be removed during the school day.
- If a male has any piercings, they must be removed during the school day.
- Multiple piercings in the ears for females should be earrings or small bars. No gauges, disks, large bars, etc. It is preferred that there be no more than 3-4 ear piercings in each ear. If you have questions regarding this limit, please see administration.
- Piercings are not allowed to be gotten/purchased on school trips.

# Calvary Christian School



## Athletic Handbook

### NOTICE OF NONDISCRIMINATION POLICY AS TO STUDENTS

Calvary Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## LETTER FROM THE ATHLETIC DIRECTOR

**Dear CCS Families,**

Welcome to Calvary Christian School Athletics. This handbook is designed to provide information about the Calvary Christian School athletic program. It serves as a guide for all athletes, parents, and coaches. The CCS Athletic Department offers a competitive athletic program striving for excellence and doing all things for God's glory. Student-athletes have the opportunity to develop physically, socially, emotionally, and spiritually. Our goal is to develop Student-Leaders who work hard, serve others, and do their best in everything that they do. Calvary Athletics strives to bring out the best in each individual helping them to realize their potential and God-given talents. The purpose of Calvary Athletics is to develop well-rounded individuals, who compete to win, and display Christ-like character throughout their participation.

Calvary Christian School is a member of the KHSAA (Kentucky High School Athletic Association) since 1998 and the NKAC (Northern Kentucky Athletic Conference) since 1999. We offer the following varsity level sports each season.

**Fall Sports**-Boy/Girls Cross Country, Boys/Girls Golf, Boys/Girls Soccer, Girls Volleyball.

**Winter Sports**-Boys/Girls Archery, Boys/Girls Basketball, Girls Cheerleading, Boys/Girls Swimming.

**Spring Sports**-Boys Baseball, Girls Fast-pitch Softball, Boys/Girls Tennis, Boys/Girls Track, Boys Volleyball.

On a personal note. I have had the privilege of being a part of Calvary Athletics from 1995-2011 as the Athletic Director. As I return in 2024, I have been grateful to come back to a place that our family has called "home" for so many years. I am grateful for the Christian education that our four children have received. The thing that I am most thankful for is the people and relationships over the years. My passion is to inspire our students, support and encourage our coaches, and to partner with our parents as we strive to do our best for our students. I look forward to working together to make the Calvary Christian School Athletic Program the best that it can be. Thank you in advance for giving your time, talent, and resources. Welcome to the family and thank you for the opportunity to serve.

Sincerely,

Jody Hilsher  
Athletic Director

## ATHLETIC PHILOSOPHY

In Colossians 3:23 the Bible says, "And whatsoever you do, do it heartily as to the Lord and not to men." This means that in all areas of the Christian life, we are expected to do our best for the glory of God. As Christian athletes, we have a unique opportunity to allow the world to see Christ in our actions and attitudes on and off the playing fields and courts. Our character in athletics is a reflection of our families, our school, and most importantly, our Savior.

CCS Athletic Guidelines will be followed by all athletes. All parents are expected to support CCS standards and goals for the overall development of our program. We appreciate each family and their support to CCS through prayer, participation, and the commitment to our future. Just as God gave everything He had and sent His Son, (John 3:16) so we must give our all for the work of Christ.

## ATHLETIC PURPOSE

"Athletic abilities are a gift from God, how you use them is your gift back to God." The purpose of athletics is more than physical education or competition for trophies and awards. Athletics should instill dependability, honor, a good work ethic, endurance, and a desire to improve each aspect of one's life. Philippians 4:8 states, "whatsoever things are of good report we are to think on these things." The athletic purpose is to reach students in a way that may not be accomplished in the classroom. Athletics compliments the classroom by teaching the athlete to set goals, challenge their abilities, and motivate them beyond the normal activities of school life.

## ATHLETIC REQUIREMENTS

**Athletes (Grades 7-12) must have the yearly physical/consent forms completed in [Final Forms](#) before they can practice or play.** Athletes are expected to demonstrate sportsmanlike conduct at all times. Failure to do so will result in disciplinary action as determined by the Athlete's Coach and the Athletic Director. Athletes will be required to pay the sports fee by the required date. Athletes will be required to meet the academic eligibility requirements. Athletes must be devoted and committed to the team. Quitting is not an option. Athletes who quit a particular team without acceptable approval may forfeit their eligibility for future participation. Athletes are expected to represent their family, school, and Savior with a Christ-like attitude and testimony. Athletes who receive detentions or school discipline will need to serve it on the scheduled date. Athletes will be required to miss any practices or games until the discipline has been fulfilled.

## PARENT REQUIREMENTS

Parents are to support CCS and the Coaching staff as they train our young people through athletics. If there is a question throughout the season, please go directly to the Head coach. Parents should exemplify a proper attitude even when officials make questionable calls. We need our parents to be involved and to volunteer and support the Athletic program. **Parents will assist the athletic program in taking admissions and concessions for home games and will be required to sign up for 2 games prior to the start of each (fall, winter, spring) season. Families will be emailed the volunteer link. If you cannot cover the games you have chosen, it is up to you to find someone to cover them for you.**

**Matthew 18 is the biblical principle to guide us in working out tough situations or questions which may arise.** If you are unsure of how to contact a coach, please contact the athletic office for specific coaches' contact information.

1 <sup>st</sup> Contact:	Team's Head Coach
2 <sup>nd</sup> Contact:	Athletic Director
3 <sup>rd</sup> Contact:	AD/Administrator

## ATHLETIC CONDUCT

Athletics at Calvary Christian School is a very important part in the training of our young people. Christian character is required in the testimony and attitude of our athletes. Our athletic program is just one of the means for developing well-rounded individuals. CCS has made the commitment to excellence through the construction of facilities, employment of personnel, and the planning of activities to provide variety for our young people. Parents have made the commitment to excellence through time, money, and efforts to benefit their young people. As Christians, our goal is to maintain a Christ-like attitude before others. We are to be a witness and testimony for the Lord. Athletes should be devoted to achieving high academic standards far above the guidelines in the handbook. Athletes should be devoted to leading a Christian life that is separated from the world. We want our athletes to be Christian examples and leaders in the school and in our world. Prayerfully consider your commitment and devotion as you consider participation in CCS athletics. Calvary Christian School is pleased to offer a variety of athletic opportunities. In keeping with

the intent and value of Christian School Athletics, we ask that all players, coaches, and spectators maintain exemplary Christian behavior at all times. Those not complying with this request will be approached by the Administrators, the Athletic Director, or any other CCS personnel and be asked to cooperate. Those declining will be asked to leave the premises. Please help make our athletic program enjoyable for everyone.

## ATHLETIC EXAMINATIONS

**All students who anticipate participation in CCS athletics are required to have a separate sports physical for participation.** Any student that possibly will be playing on a MS or HS team must have a current KHSAA physical examination and consent form on file in [Final Forms](#) . **These are to be done before an athlete may practice or participate in a particular sport.** For forms, visit the CCS Athletic website at [ccsky.org](https://ccsky.org) then choose "Athletics." These forms can be found under forms / links. **ALL FORMS ARE TO BE SUBMITTED ELECTRONICALLY AND NOT SENT INTO SCHOOL.**

## ATHLETIC ELIGIBILITY

We expect CCS athletes to be a good example on the field/court, in the community, and in the classroom. Participating in athletics is not a right, it is a privilege. The AD and Administration have the right to evaluate all matters of eligibility on a case-by-case basis.

### Matters of Eligibility

- Students are required to be passing all subjects with no failing grades below 70%.
- Ineligibility requires a student to be absent from all practices and games until eligibility is restored.
- Eligibility runs weekly, Monday-Sunday.
- Grades are checked on Monday morning.
- Students with 2 failing grades are ineligible for the week (starting Monday).
- Students with 1 failing grade, by Monday morning, are placed on a week's probation. Eligibility is retained.
- If the student maintains a failing grade for 2 consecutive weeks, the student is ineligible the following week.
- Athletes will remain ineligible the entire week, regardless of raised grades throughout the week.
- The Athletic Director will notify the student and coach of the eligibility status for the next week.
- Special make-up tests will not be given for the purpose of eligibility.
- Students who become ineligible due to grades for the **third time** during a particular season will be removed from the team.
- If a student is serving an in-school or out of school suspension, they are ineligible from practice, scrimmage, or regular season games.
- If a student is suspended from play twice, they will be removed from the team.
- Students may also be declared ineligible for multiple offenses and other disciplinary reasons.
- Students entering 9<sup>th</sup> grade in the [KHSAA](#) have 4 consecutive years to play HS sports. Playing as an 8<sup>th</sup> grader does not count toward the 4 years of eligibility. Once a student has participated in a contest at CCS in grade 9 or after, they have established their eligibility as an athlete and are subject to the KHSAA transfer rules.
- Students who become 19 years old before Aug 1 (based upon KHSAA policy) shall be ineligible for interscholastic athletic competition. A student who becomes 19 on or after Aug 1 shall remain eligible for the entire year.

## ATHLETIC SCHOOL ATTENDANCE

Athletes must be in school by 9:30 am the day of a contest or practice and stay the remainder of the day in order to participate. Athletes who are absent for a ½ or full day are ineligible to participate in after-school activities unless there is an approved excuse. Attendance on Friday will not have a bearing on Saturday contests. Athletics is an extracurricular activity, which requires a commitment to school attendance.

## ATHLETIC FEES

Please see the athletic fee schedule and amounts. Your FACTS account will be billed during each season. Families with more than two athletes participating in a particular season will receive a \$100 discount for each athlete after two. The purpose of the sports fee is to provide for the needs of the athletic program. The sports fee is required of all athletes for each sport that they participate in. The sports fees are set aside for athletic uniforms, athletic transportation, officials, and other athletic purchases.

## ATHLETIC PRACTICES

All Athletes are to report to their assigned practice by the scheduled time. **Any athlete staying after school will need to report to the assigned supervised area.** Athletes are not permitted to roam around campus. Practice attendance must be consistent and players are expected to be on time to each practice. The coaches assign practice times and athletes are required to meet their obligations. Acceptable excuses are doctor appointments, personal sickness, bereavement, and any extenuating situation approved by the team coach. Practices over extended breaks are permissible and will be coordinated by the coach with the Athletic Department.

## ATHLETIC UNIFORMS

All uniforms are issued by the Coach and Athletic Director. Uniforms will be ordered by the Athletic Department. Athletes are expected to clean and maintain their uniform during the course of the season. Athletes who lose or damage their uniform will be expected to purchase a replacement uniform. **All athletic clothing/equipment must be returned to Head Coaches no later than two (2) weeks after the season has ended. Coaches may designate a "turn-in" date and time for them to receive it. If a uniform is not turned in within two weeks of the season, athletes will be charged the cost of the uniform.** Athletic clothing must be washed and returned to the Coach in a plastic bag with the athlete's name on the bag. This will eliminate any confusion and/or lost uniforms.

## ATHLETIC FACILITIES & EQUIPMENT

**No student is permitted to use the CCS athletic facilities or equipment at any time without authorized supervision.** All facilities must be left neat and clean. The goal is to leave spaces better than you found them. Each person should strive to take care of our campus and equipment being a good steward of what God has provided for us. Cleats are not to be worn inside the building. Valuables should be secured. CCS is not responsible for lost or stolen items. Athletes who use the gym are required to use only their sport specific shoes on the gym floor. Athletes are only permitted in the assigned athletic areas after school hours.

## ATHLETICS IMPORTANT LINKS

[Calvary Christian School](#)  
[KHSAA](#)  
[Final Forms](#)

## ATHLETIC EXTRACURRICULAR ACTIVITIES

Many of our athletes will have the opportunity to participate in other activities such as Sounds of Praise and other school sponsored activities. Athletes may participate in multiple school activities; however, they must keep in mind that others will continue to practice the specific sport, which may affect their playing time. This is also true of youth activities and other church related functions, which might overlap the game and practice schedules. Athletes should communicate with their coaches regarding specific activities.

Wednesday and Sunday Play: The majority of the churches our students attend, desire to have their local body meet midweek and Sundays. Our commitment is to honor this by encouraging our students to regularly attend and to be involved in their church. On Wednesdays, all practices end by 6:15 PM.

Exceptions to this policy include:

- conference, district, or regional games during the regular season scheduled on Wednesdays as needed
- make-up varsity contests
- Varsity teams competing in KHSAA end-of-season tournament games.

[Arbiter Live](#)

[Hudl](#)

[GoFan Ticketing](#)

[KHSAA Calendar Dates](#)

CCS Facebook: [www.facebook.com/calvarychristianschool/](https://www.facebook.com/calvarychristianschool/)

CCS Instagram: [www.instagram.com/ccs\\_ky/](https://www.instagram.com/ccs_ky/)